



PAC is the leading European research and consulting firm in the fields of digital transformation, software, and IT services. We are a content-based company with strong consulting DNA. With almost 50 years of experience, and operating out of four countries, we are the preferred partner for European user companies to define their IT strategy, govern teams and projects, and de-risk technology choices that drive successful business transformation.

We are hiring a Team & Production Assistant (m/f/d)

PAC in Romania has an open position for an English-speaking Team & Production Assistant, with a focus on finance-related tasks. This is a multi-tasking role for a highly organized person with excellent written and oral communication skills. The successful candidate should be proactive, have a keen eye for detail, and be equipped with good organizational skills.

Your responsibilities:

- You work directly with the Group management located in Paris, Munich, London, and Bucharest.
- Supervision of time-sheet process / monthly analysts' production management.
- Management of the SITSI (Software and IT Services Industry) reports production planning and execution.
- Preparation and update of analysts' and sales team's dashboards for KPIs calculation for monthly and annual bonuses.
- Support with recruitment and employment contracts; documentation for onboarding and offboarding.
- Travel arrangements for analysts and managers, including travel expenses.
- Romanian daily office administration.
- Support with the management of the CRM system.
- General secretarial work – ad hoc tasks.

What's on offer?

- A unique opportunity to expand your network with some of the largest IT service and software providers in the world.
- A diverse and responsible position in a very dynamic environment: You are responsible for complex and exciting tasks and have the opportunity to realize your creative ideas.
- A fantastic team full of energy, with a flat hierarchy and open culture, easy cooperation, and a commitment to mutual success.
- You will be given a permanent employment contract, as we value long-term cooperation with our employees.

Your skills:

- Keen eye for detail
- Proactive and dynamic
- Computer literate, proficient in MS Office (Excel, Power Point, Word)
- Excellent written and oral communication skills
- Language skills: English – advanced, mandatory; German/French would be a plus

Interested?

If you would like to apply or if you have any questions, please contact Stefania Danciu (career@pacanalyst.com).

Please send us your CV with the subject “Team & Production Assistant”, stating your earliest start date at info-romania@pacanalyst.com

Feel free to add a short cover letter to explain why you are applying (not compulsory)