



Position: Administrative Assistant
Location: Bucharest, Romania

Adobe – An Award-Winning Employer

Adobe believes in hiring the very best and that's why we are an award-winning top 100 employer. Recognizing that employees are at the core of our success, Adobe recruits and retains highly qualified and motivated individuals, creates an environment where they can innovate and achieve their best, and rewards them for their performance by giving them an opportunity to share in the company's success. Adobe is consistently ranked as one of FORTUNE magazine's "100 Best Companies to Work For" and "Best Employer" in Romania and Central & Eastern Europe by Hewitt and Associates. We have been also honored with two spots (2008 and 2009) on Germany's "100 Best Places to Work For" list and a spot on Europe's "50 Best Small and Medium-Sized Workplaces" by the Great Places to Work Institute.

Adobe Romania

[Adobe Romania](#) is the largest Research and Development center the company has in the Europe, Middle East and Africa region. Over 175 passionate and highly creative employees work on products and services for enhanced web development and consumption. Adobe Romania is the best company to work for in Romania (Hewitt survey 2008/2009). Adobe is an equal opportunity/affirmative action employer. We welcome and encourage diversity in the workplace.

Responsibilities

- Assist R&D Campus Director in organizing and planning daily activity, using judgement and decision-making for day to day situations
- Offers administrative support and manages the access to the R&D Campus Director by relaying instructions and information and following commitments through to completion
- Manages the daily calendar regarding meetings, conferences, travels; makes travel arrangements for the R&D Campus Director
- Prepares and provides materials and presentations for the R&D Campus Director's meetings in a timely manner and at highly qualitative standards

- Offer support in organizing events and planning activities for them
- Types, translates, copies different kind of materials as required by the R&D Campus Director

Requirements

- University degree (preferably in Economics)
- Minimum of 2 years relevant experience working with an executive office team; experience of working in multinational companies and dealing with senior management
- Excellent planning and organizing skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Excellent written and verbal communication skills, both Romanian and English
- Highly ethical person, has the attitude and commitment to work in a challenging and dynamic environment

Benefits

- Industry-competitive salary
- Generous time off
- Educational assistance program
- Employee discounts on Adobe software
- Health Benefits
- Meaningful and challenging work
- Uniquely open and informal environment
- And much more...

Adobe is an equal opportunity employer. We welcome and encourage diversity in the workplace.

Adobe Overview

Adobe (NASDAQ: ADBE) changes the world through digital experiences. For more than two decades, Adobe has been at the heart of making engaging experiences happen, and we fuel the content creation and delivery ecosystem in a way no other technology company can. Adobe's award-winning technologies and solutions have redefined business, entertainment, and personal communications by setting new standards for producing and delivering content that engages people anywhere at any time. From rich images in print, video, and film to dynamic digital content for a variety of media, Adobe solutions have positively impacted nearly every market and industry.

To achieve this, Adobe offers customers a wide range innovative tools, services and solutions to create highly compelling and effective content and

applications, regardless of format or medium. We enable seamless delivery and consumer access to rich content and applications and deliver solutions that efficiently target, assemble, deliver and measure use of content and applications to achieve optimal return on investment. We enable these three things across media and devices, better than anyone else in the world.

Adobe has been a pioneer and innovator throughout its history and is recognized as one of the Top 100 Best Global Brands according to Interbrand.

Adobe at a Glance

Headquarters:	San Jose, CA
Founded:	1982
IPO Date:	1986
Employees:	9,000+
Offices:	70+ offices worldwide
Fiscal 2010 revenue:	\$3.80 billion
Fiscal 2009 revenue:	\$2.95 billion
Fiscal 2008 revenue:	\$3.58 billion
Business units:	Creative and Interactive Solutions, Digital Enterprise Solutions, Digital Media Solutions, Omniture and Print and Publishing

Other Info:

About Adobe

<http://www.adobe.com/aboutadobe>

Adobe Culture and Benefits

<http://www.adobe.com/aboutadobe/careeropp/cultureandbenefits.html>

Click this link to experience A Day in the Life at Adobe:

<http://www.adobe.com/aboutadobe/careeropp/fma/dayinthelife/>