

ROMANIA · APRIL 2026

# Administrativ / Secretariat

Labor Market Catalog · April 2026


96

EMPLOYERS


13,757

OPEN POSITIONS

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## Administrativ / Secretariat

96 employers



 Cristesti

309 positions

▶ Waiter / Waitress

CHELNER



 Oradea

539 positions

▶ Cleaning Agent

6

- ▶ Stock Controller 3
- ▶ Stock Controller 1

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- ▶ Manager De Intreprindere Sociala 1

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 Slobozia

27 positions

- ▶ Fochist La Cazane De Apa Calda Si Cazane De Abur De Joasa Presiune 1

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 Sfantu Gheorghe

39 positions

- ▶ Administrator Societate Comerciala 1


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 Bucuresti Sectorul 1

379 positions

- ▶ Asistent De Cabinet 1
- ▶ Receptionist 1
- ▶ Secretar Administrativ 1
- ▶ Expert Eficientizare Investitii 1

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 Oras Pantelimon

201 positions

- ▶ Data Entry Operator 1
- ▶ Manual Packer 1
- ▶ Data Entry Operator 2

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 Campulung

39 positions

- ▶ Operator Procesare Text Si Imagine 1


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 Craiova

77 positions

- ▶ Expert Achizitii Publice 1


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 Municipiul Alba Iulia

76 positions

- ▶ Executive Assistant 1
- ▶ Consultant În Management 1

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 Bucuresti Sectorul 4

39 positions

- ▶ Consilier Administratia Publica 1

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 Slatina

75 positions

- ▶ Functionar Administrativ 1

 Berghin

147 positions

- ▶ Manager De Intreprindere Sociala 1
- ▶ Cleaning Agent 2

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▶ Însotitor Grup Turistic 2

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  Braila

21 positions

▶ Secretar Economic

STUDII MEDII

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  Bistrita

3 positions

▶ Consilier Administratia Publica 1

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  Iasi

616 positions



▶ Maintenance Electrician 2

▶ Stock Controller 1

▶ Welder 2

▶ Instalator Retele Termice Si Sanitare 1

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  Slatina


41 positions

▶ Cleaning Operative 1

▶ Agricultural Labourer 1

▶ Inginer Agronom 1

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  Municipiul Roman

3 positions

▶ Salvator La Strand 1

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  Voluntari

39 positions

▶ Executive Assistant 1

[Apply Now →](#)

  Cluj-Napoca

39 positions

▶ Guvernanta 1

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  Budoi

39 positions

▶ Secretara 1

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  Bucuresti Sectorul 3

519 positions

▶ Receptionist 1

▶ General Nurse 2

▶ Reprezentant Comercial 2

▶ General Nurse 1

  Fundeni

3 positions

▶ Executive Assistant 1

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Braila

17 positions

- ▶ Consilier/Expert/Inspector/Referent/Economist În Gestiunea Economica 1

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Apply Now →



Bucuresti Sectorul 2

6 positions

- ▶ Cleaning Operative 2

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Bucuresti Sectorul 4

22 positions

- ▶ Executive Assistant 1

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Cluj-Napoca

6314 positions

- ▶ Director De Departament Alimentatie 1
- ▶ Director De Cazare 1
- ▶ Sef Serviciu În Constructii 1
- ▶ Sef De Sala Restaurant 2

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Brasov

324 positions

- ▶ Apprentice 9

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Bucuresti Sectorul 4

77 positions

- ▶ Building Caretaker 1

Apply Now →



Bucuresti Sectorul 1

3 positions

- ▶ Cleaning Operative 1

Apply Now →



Sendriceni

27 positions

- ▶ Cleaning Operative 1
- ▶ Cleaning Operative 2

Apply Now →



Stramba-Jiu

6 positions

- ▶ Functionar Administrativ 1

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Municipiul Ramnicu Valcea

24 positions

- ▶ Alti Muncitori În Servicii Pentru Curatenie 1

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Sovata

19 positions



Municipiul Craiova



3 positions

▶ Executive Assistant 1

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▶ Executive Assistant 1



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  Negrilesti

2 positions

▶ Executive Assistant 1

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  Municipiul Roman

48 positions

▶ Mechanical Fitter 1

▶ Inspector De Specialitate În Administratia Publica 1

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  Viseu De Sus

74 positions

▶ Functionar Administrativ 1

▶ Cleaning Operative 1

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  Dumitrestii

62 positions

▶ Cleaning Operative 2

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  Valea Stramba

6 positions

▶ Functionar Administrativ 1

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  Joseni

6 positions

▶ Functionar Administrativ 1



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  Remetea

6 positions

▶ Functionar Administrativ 1

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  Municipiul Satu Mare

3 positions

▶ Data Entry Operator 1



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  Voluntari

80 positions

▶ Cleaning Operative 4

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  Miercurea Nirajului



44 positions

▶ Accountant 1

▶ Broder Manual-Mecanic 1

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  Bucuresti Sectorul 6

  Odorheiu Secuiesc

110 positions

▶ Agent Servicii Client

5

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134 positions

▶ Administrator Baze De Date

2

▶ Executive Assistant

2

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Stefanestii De Jos

22 positions

▶ Functionar Administrativ

1

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Bucuresti Sectorul 2

35 positions

▶ Expert Relatii Externe

1

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Bistrita

38 positions

▶ Administrator Societate Comerciala

1

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Galati

58 positions

▶ Functionar Administrativ

1

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Bucuresti Sectorul 1

96 positions

▶ Sef Birou

2

▶ Sef Serviciu

2

▶ Director/Director Adjunct, Inspector-Sef

2

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Municipiul Barlad

52 positions

▶ Secretara

1

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Bucuresti Sectorul 2

16 positions

▶ Director Adjunct Societate Comerciala

1

Apply Now →



Bucuresti Sectorul 1

12 positions

▶ Data Entry Operator

1

Apply Now →



Municipiul Turda

55 positions

▶ Gospodar

1

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Municipiul Sighisoara

624 positions

▶ Confectioner, Prelucrador În Industria Textila



24

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  Schineni  
420 positions

► Goods Handler 20

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  Bucuresti Sectorul 1  
18 positions



► Manager 1

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  Berceni  
19 positions

► Data Entry Operator 1

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  Bucuresti Sectorul 4  
51 positions

► Data Entry Operator 1

► Director General Societate Comerciala 1

► Calculator Pret Cost 1

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  Cluj-Napoca  
6 positions

► Director Societate Comerciala 1



► Director De Agentie De Turism Tour-Operatoare/Detailista/Filiala/Sucursala 1

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  Cluj-Napoca  
36 positions



► Referent 1

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  Iasi  
16 positions



► Executive Assistant 1

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  Valea Ierii  
18 positions

► Asistent Personal Al Persoanei Cu Handicap Grav 1



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  Craiova  
6 positions

► Organizator Evenimente 1



► Consilier Juridic 1

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  Rosiori De Vede  
3 positions

► Executive Assistant 1

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  Bucuresti Sectorul 6  
55 positions

► Îngrijitor Spatii Hoteliere 3

  Bucuresti Sectorul 1  
15 positions

► Cleaning Operative 1

- ▶ Executive Assistant 2
- ▶ Expert Contabil-Verificator 1

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39 positions

- ▶ Inginer/Inspector De Specialitate/Referent De Specialitate/Expert În Serviciile De Trafic Aerian 1

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39 positions

- ▶ Secretara 1

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12 positions

- ▶ Functionar Administrativ 1

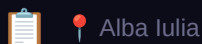
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50 positions

- ▶ Manager 2

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6 positions

- ▶ Functionar Administrativ 1

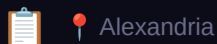
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300 positions

- ▶ Registrator Medical 10
- ▶ Car & Van Driver 5

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4 positions

- ▶ Data Entry Operator 1

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203 positions

- ▶ Electrician Constructor Montator Aparataj Si Cabluri De Joasa Tensiune 1
- ▶ Instalator Centrale Termice 1
- ▶ Welder 1
- ▶ Operator La Utilaje Pentru Subtraversari 1

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5 positions

- ▶ Executive Assistant 1



19 positions

- ▶ Executive Assistant 1

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Municipiul Constanta

100 positions

- ▶ Manager De Intreprindere Sociala 1
- ▶ Lenjer, Confectioner Lenjerie Dupa Comanda 1
- ▶ Croitor 2

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Carcea

3 positions

- ▶ Consilier Juridic 1

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Bucuresti Sectorul 1

374 positions

- ▶ Secretara 3
- ▶ Data Entry Operator 5
- ▶ Car & Van Driver 5
- ▶ Manager Proiect 3

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Topoloveni

46 positions

- ▶ Inspector De Specialitate În Administratia Publica 1
- ▶ Alti Muncitori În Servicii Pentru Curatenie 1

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Garleni

4 positions

- ▶ Asistent Personal Al Persoanei Cu Handicap Grav 4

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Odorheiu Secuiesc

22 positions

- ▶ Executive Assistant 1

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Bucuresti Sectorul 1

60 positions

- ▶ Data Entry Operator 3

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Liesti

21 positions

- ▶ Asistent Medical Comunitar 1
- ▶ Consilier Scolar 1

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Bucuresti Sectorul 3

18 positions

- ▶ Administrator Societate Comerciala 1

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Municipiul Slobozia

17 positions

- ▶ Director Adjunct Institutie Publica 1

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Municipiul Miercurea Ciuc

12 positions

► Sef Birou

1

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Vladimirescu

5 positions

► Data Entry Operator

1

[Apply Now →](#)



Bucuresti Sectorul 5

7 positions

► Secretara

1

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Buhusi

7 positions

► Goods Handler

1

[Apply Now →](#)



Turda

6 positions

► Executive Assistant

1

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Vulcan

6 positions

► Data Entry Operator

1

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Bucuresti Sectorul 6

12 positions

► Data Entry Operator

2

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Vladimirescu

2 positions

► Cleaning Agent

1

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