



Aleksandra Bogdanowicz

Director of Finance and Administration Division

Jak mogę pomóc

I have been working for RK Legal since the very beginning. I manage the Administration Department, responsible for accounting, HR, financial and marketing of our law firm. I also supervise internal communications, the front office, as well as recruitment and HR procedures.

Experience

I coordinate the administrative affairs in the entire organisation. I also take care of the smooth flow of information between clients and the firm. I am responsible for keeping the documentation timely and accurately. I plan and execute operations relating to services in the area of business, transport and investments. I also negotiate terms and conditions of collaboration with external providers and subcontractors.

I coordinate the internal document workflow, payment processes and settlements with counterparties and vendors.

Languages

- English

Informacje

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