



Alicja Rogowska

Administrative Coordinator, Finance and Administration Division

Jak mogę pomóc

I am a member of the RK Legal administration team. I support the law firm's team in the implementation of daily tasks and I care for a positive image of the company among our guests.

I manage the effective flow of information in the company and I am responsible for the legal assistance area. I supervise the correct circulation of correspondence, keeping court case files and meeting calendars.

Experience

I supervise the circulation of correspondence, customer service, keeping court files, calendar of lawyers' meetings and telephone contacts with courts. I support event activities inside the office. I prepare cyclical integration meetings for employees and legal newsletters for the law firm.

Informacje

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