

The logo consists of the letters 'WT' in a bold, black, sans-serif font, positioned on a solid yellow rectangular background.

Where talented people are in good company

Business Development Coordinator

Location: Budapest

Position:

Full-time employee, as of now

Compensation:

to be agreed

Apply now!

 **Share**

We are looking for a Marketing & Business Development Specialist to join our team in Budapest, working closely with and under the guidance of our Business Development Manager. Your focus will be on marketing, communications and business development activities, including proposal management, legal directory submissions, client events and internal communications. You will work on a wide range of exciting projects, supporting our lawyers and business teams in strengthening client relationships and enhancing the firm's market presence. This is an environment where creativity, attention to detail and commercial awareness go hand in hand, allowing you to contribute meaningfully from day one and continue to develop both professionally and personally.

How you'll contribute

- Supporting proposal and presentation preparation, legal directory submissions, and business development initiatives
- Organising and coordinating client-facing and internal events, including conferences, seminars, webinars and team-building activities
- Managing and updating the firm's CRM database, marketing materials, intranet and external website content
- Assisting with the preparation of publications and communications, including newsletters, client alerts, articles, social media content and press releases
- Conducting research to support proposals, client meetings and go-to-market activities, while monitoring legal and business publications and providing general administrative support to the team.

What matters to us

- Degree in Marketing, Communications or a related field
- Initial professional experience in marketing, business development, communications or a similar role is an advantage
- Native-level Hungarian and excellent English skills, both written and spoken
- Strong user skills in MS Office and Windows applications
- Strong organisational skills, attention to detail and the ability to manage multiple projects simultaneously
- A proactive, structured and service-oriented approach, combined with creativity and commercial awareness
- Excellent communication and interpersonal skills, with a collaborative and team-oriented mindset

One region one firm.

Working at Wolf Theiss

For over 65 years, Wolf Theiss has been advising national and international clients, from privately held businesses to multinational corporations, on all aspects of business law in the Central, Eastern and South-Eastern European region. With more than 400 lawyers in 13 countries and a central European hub in Brussels, Wolf Theiss combines broad regional reach with in-depth local expertise, enabling seamless cross-border work and maintaining a strong local presence.

We are committed to fostering **a diverse and inclusive workplace** with equal opportunities for all and welcome applications regardless of gender, age, ethnic origin, nationality, religion or belief, sexual orientation, or disability.

What we offer

- Challenging and diverse work within an international environment with a strong focus on CEE/SEE
- Continuous professional development through our WT School
- Flexible working arrangements, depending on role and team requirements
- Regular team events, sports activities and company celebrations
- A central office location that can be reached by public transport
- A secure, long-term position within a dynamic team
- Complimentary fresh fruit and hot beverages

- Private healthcare coverage (where applicable)
- Cafeteria benefits
- Dog-friendly office (subject to team lead approval)

Ready to apply?

Please submit your application documents (CV and cover letter) online, or contact us if you would like to learn more about the position.



Contact

Andrea Schon
HR Generalist
Dózsa György út 84/A
1068 Budapest
+36 1 4848 806
my.career.budapest@wolftheiss.com

Wolf Theiss

Apply online

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