



Where talent is in good company.



Adoption & Tech Support Specialist (m/w/d) Full time; as of now!

Wolf Theiss is a leading business law firm in Central, Eastern and South-Eastern Europe with 390 lawyers in 13 countries and a central European hub in Brussels, over 80% of the firm's work involves cross-border representation of international clients.

This position offers you an exciting range of responsibilities in an internationally active company.

How You'll Create Value

- Serve as the connection point between legal know-how and technology across all practice areas and 14 offices in the CEE region.
- Work with advanced legal tech and AI solutions to strengthen client service delivery.
- Spot, evaluate, and roll out legal tech and AI tools for document review, process optimization, and automation.
- Develop, update, and refine automated document templates tailored to the needs of various practice groups.
- Lead trainings and offer continuous support to lawyers on new tools and technology best practices.
- Use legal design methods to assess workflows, gather requirements, and structure implementation plans.
- Partner with technology vendors to provide feedback, assist with testing, configuration, and monitor performance.
- Track adoption levels, research upcoming solutions and apply lawyer feedback to enable ongoing improvements.

What We're Looking For

- Practical experience with AI tools in legal settings and the ability to evaluate, test and implement emerging technologies; given the rapid evolution of the field, motivation, adaptability, and willingness to learn matter more than extensive prior experience.

- Excellent English skills - German knowledge is a significant plus.
- Strong analytical, problem-solving, communication and organizational abilities with a high level of accuracy.
- An entrepreneurial, collaborative, and flexible approach, comfortable working across different practice groups and disciplines.
- A growth mindset marked by curiosity, innovation enthusiasm and a service-oriented attitude toward improving legal work.
- A solid understanding of legal work, ideally backed by 2–3 years of experience in a law firm, in-house team, innovation function or tech startup.
- A deep interest in legal tech and AI, combining legal insight with a strong drive to use technology to advance and modernize legal processes.

What We Offer:

- A collegial working environment characterized by team spirit and enjoyment of work
- A responsible role in an international working environment
- The opportunity to contribute to a successful and stable company with its headquarters in Vienna
- A central location in the 1st district with excellent access to public transportation
- An annual pass for the Wiener Linien (Vienna public transport)
- **Health-care services, sports events, and company celebrations**
- Flexible working arrangements, including the option to work from home

If this role sounds like the right fit for you, please send us your CV and we'll get back in touch with you!

We offer a gross salary of EUR 3,100 (based on full-time employment of 40 hours per week). Overpayment is possible depending on qualifications and professional experience.

Why join us? Get to know our **corporate culture!**

We are committed to providing a working environment that values **diversity** as part of our corporate culture.

Applicants are selected regardless of their gender, age, ethnic background, nationality, religious affiliation, ideology, sexual orientation or special needs.



Contact

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