



Teamwork. Network. Dream work.

Business Development & Marketing Specialist (m/f/d)

Location: Warsaw

Position:

Full-time employee, as of now

Compensation:

to be discussed

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We are seeking a proactive and internationally oriented Business Development & Marketing Specialist with at least 1 year of experience in professional services, preferably within an international law firm. The role involves supporting business development and marketing initiatives, client relationship management, preparing high-quality marketing materials and directory submissions, as well as coordinating events and promotional activities. The successful candidate will demonstrate strong organisational and communication skills, attention to detail and the ability to manage multiple projects and deadlines in a dynamic, fast-paced environment. A strategic mindset, commercial awareness and a collaborative approach are essential for success in this position.

We invite you to Wolf Theiss - this is an environment where you can contribute meaningfully from day one and continue to develop both professionally and personally.

How you'll contribute

- Supporting the firm's brand development and ensuring consistency of its visual identity across digital channels, website content, social media, events, conferences, printed materials and internal communications.
- Preparing marketing and business development materials, including graphics, pitches and presentations.
- Preparing submissions for legal directories, rankings and industry awards.
- Maintaining and updating CRM and matter workflow databases, ensuring data accuracy, quality and completeness.
- Providing day-to-day operational and administrative support to the BDM Manager.
- Collaborating closely with colleagues across the region, as well as with the Business Development & Marketing team in Vienna.
- Supporting the planning and execution of marketing campaigns, client events and other promotional activities.
- Contributing to ad hoc business development and marketing initiatives.

What matters to us

- At least 1 year of experience in professional services, preferably within an international law firm
- Experience in preparing submissions for legal directories and rankings, including Chambers & Partners, The Legal 500 and IFLR1000, as well as industry awards.
- Familiarity with marketing and CRM tools; Canva is required, while experience with InterAction and Lawrence would be an advantage.
- Advanced proficiency in Microsoft Office, particularly Word, Excel and PowerPoint.
- Bachelor's or Master's degree in Marketing, Business Administration or a related field (preferred).
- Excellent written and spoken English, with the confidence to communicate professionally with stakeholders at all levels.
- Strong organisational skills, attention to detail and the ability to manage multiple projects and deadlines simultaneously.
- Excellent interpersonal and communication skills, with a collaborative, proactive and service-oriented approach.

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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
- A comprehensive onboarding programme
- Continuous professional development through our WT School
- A secure, long-term position within a dynamic team
- A modern, centrally located office with excellent public transport access
- Regular team events, sports activities and company celebrations
- Complimentary fresh fruit and hot beverages

- Medical insurance coverage (where applicable)
- Multisport Card with full or partial coverage (depending on role)

If you find our offer interesting

Please submit your application documents (CV in English) online, or contact us by phone if you would like to learn more about the position.

We offer our Business Professionals a competitive, market-aligned salary depending on qualifications and experience.



Contact

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