

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

Teamwork. Network. Dream work.

Legal Assistant (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 Legal Assistant to support Lawyers from our Dispute Resolution Practice Group.

This is an administrative support role within the Administrative Team, dedicated to supporting the day-to-day operations and workflow of the Dispute Resolution practice.

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

- Providing day-to-day **administrative and operational support to lawyers within the Dispute Resolution practice**
- Preparing, formatting and proofreading legal documents, court submissions, pleadings, correspondence, presentations and reports
- Managing correspondence and handling telephone communications in both Polish and English
- Liaising with clients, courts, arbitral institutions, public authorities, and other external stakeholders
- Monitoring court and administrative proceedings, including tracking deadlines, hearings and procedural requirements
- Managing lawyers' calendars, including scheduling meetings, videoconferences and business travel arrangements
- Preparing and maintaining case files, both electronic and hard-copy, ensuring accurate filing and document management
- Assisting with the preparation and submission of court, arbitration and administrative filings
- Cooperating with the Billing Department regarding client and matter opening/closing procedures, AML documentation and invoicing support
- Settling lawyers' business expenses in accordance with the firm's internal policies
- Supporting the Business Development & Marketing Department in the preparation of draft pitches, client presentations, and other business development initiatives
- Coordinating document production and execution processes, including notarizations, certified translations and legalization formalities where required

What matters to us

- Previous experience (min. 1 year) in an administrative, legal assistant, executive assistant, or secretarial role, preferably within a law firm or other professional services environment
- Very good command of both Polish and English (written and spoken)
- Strong organizational and time-management skills, with the ability to manage multiple priorities and deadlines simultaneously
- High attention to detail and accuracy, particularly when handling legal documentation and court-related correspondence
- Proficiency in Microsoft Office applications, including Word, Excel, PowerPoint, Outlook, and Teams
- Ability to work effectively in a fast-paced environment and remain calm under pressure

- Experience in supporting litigation, arbitration, or dispute resolution teams will be considered an advantage
- Familiarity with court procedures, filing requirements, and legal document management systems will be an asset
- Proactive mindset, strong sense of ownership, and willingness to support the team across a variety of administrative tasks
- Higher education, preferably administration, linguistics, or a related field, will be considered an advantage
- Excellent interpersonal and communication skills, with a collaborative, proactive and service-oriented approach.

The **human** network.

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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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