



Teamwork. Network. Dream work.

Business Development & Marketing Coordinator

Location: Warsaw

Position:

Full-time employee, as of now

Compensation:

to be discussed

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We are looking for a globally-minded business development and marketing professional with 2+ years of experience in professional services, preferably in international law or consultancy firms. The role of Business Development & Marketing Coordinator involves collaboration across departments, supporting of client management, production of marketing- related materials including proposals / offers / engagement letters / submissions, and organizing promotional events. Strong skills in strategic thinking, communication, managing multiple tasks and deadlines in a fast-paced environment 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.

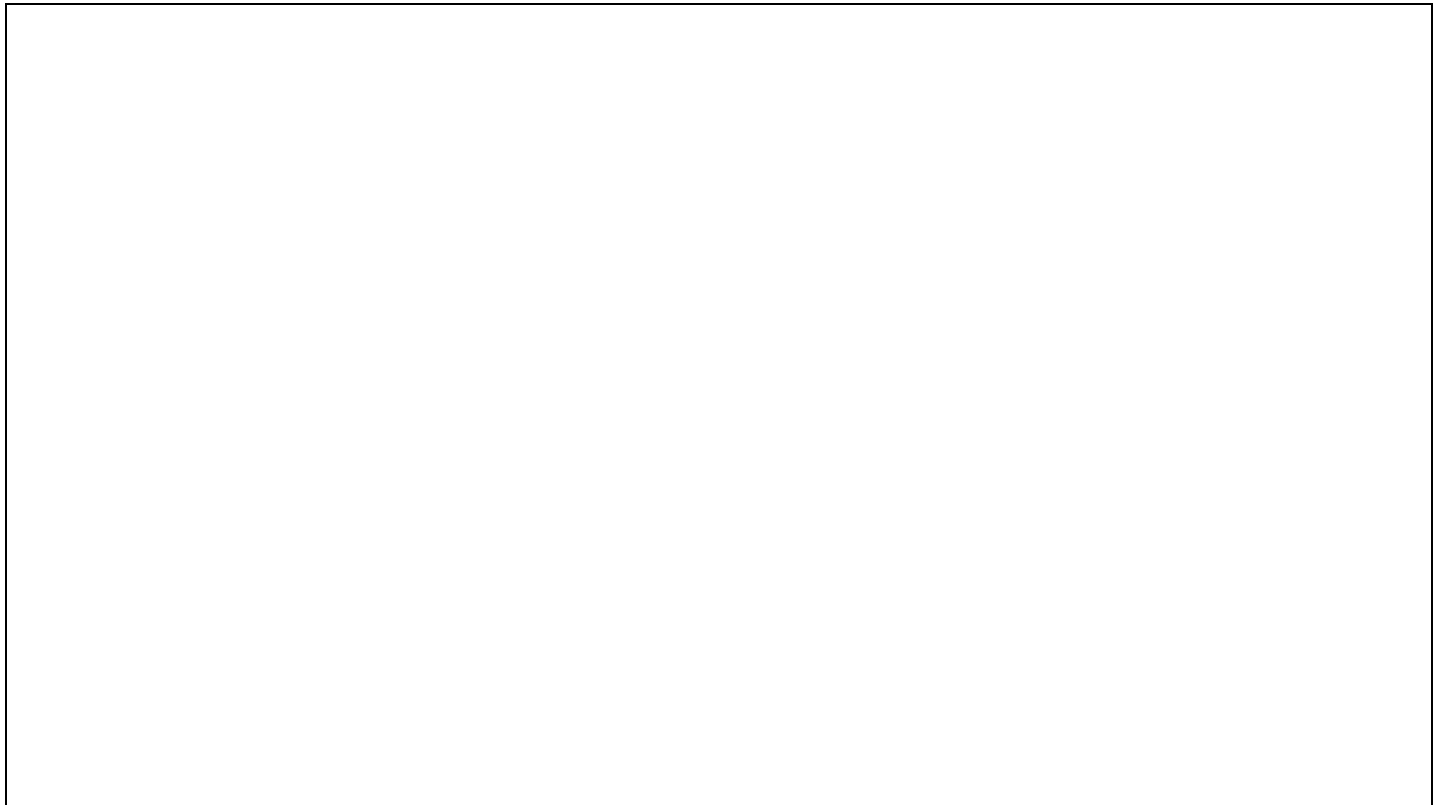
How you'll contribute

- Close cooperation with colleagues throughout the region as well as with the BDM Team in Vienna
- Providing day-to-day operational and administrative support to BDM Manager
- Pitch & Presentation preparation and support
- Submission preparation (awards & legal directories)
- Employer Brand management and positioning
- Event Planning (conferences, webinars)
- Social Media & PR (LinkedIn, press releases, publications)
- Contribute to ad-hod business development initiatives
- Maintenance of BDM database (InterAction, Lawrence (nice to have))

What matters to us

- 2+ years experience working in law firms or professional services firms (preferably international ones)
- Proficiency in preparing legal ranking submissions (e.g., Chambers & Partners, The Legal 500, IFLR1000, LMG, WTR 1000) and awards
- Familiarity with marketing tools & CMR platforms (such as Canva, InterAction, Lawrence (nice to have))
- Proficiency in MS Office (especially MS Word, MS Excel, MS Power Point)
- Bachelor's or Master's Degree in Marketing, Business Administration, International Relations, or Law (nice to have)
- Confident and professional communication with excellent written and spoken English
- Respectful communication, strong interpersonal skills, and a collaborative mindset

The **human** network.



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)

Haben wir Ihr Interesse geweckt?

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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Wolf Theiss

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