



We have excellent arguments for excellent jobs.

WT 

Client Relations Manager (m/f/d) Full-time (40 h/week), as of now!

Over the past 66 years, Wolf Theiss has grown into one of the largest and leading law firms in Central, Eastern and South Eastern Europe (CEE/SEE). With over 750 employees and offices in 14 countries, we are always looking for bright and talented minds to join our team. With a strong focus on customer and employee satisfaction, we strive to maintain a dynamic and inclusive workplace culture.

As our Client Relations Manager you will work together with our lawyers to establish, develop and maintain strong relationships with our clients by understanding their needs, goals and challenges. You identify market opportunities based on various data sources and translate these into actionable recommendations to achieve our business goals. You are experienced in using CRM systems and drive their further development and usage.

Your tasks:

- Driving our Key Account Management programme together with our stakeholders. Based on internal and external research, you develop strategies for improving client retention, up- and cross-selling and ensuring client satisfaction. You actively manage our database of client agreements and panel positions.
- Working with our CRM system, you ensure data quality and utilisation of this data for business development activities. You work closely with key stakeholders to raise awareness of the platform.
- Providing reports to stakeholders on revenue targets and development, as well as preparing client-facing teams for appointments and meetings.
- Working closely together with the wider Business Development and Marketing team, you stay updated on industry trends and competitor activities. You help connect our internal activities and data points, and use this information to identify opportunities.

What we expect:

- University degree, preferably in business administration, economics or law or similar experience in a law firm or other professional services firm
- At least 2-3 years of experience in client relationship management and with CRM systems (knowledge of InterAction an advantage)
- Good knowledge of common IT tools, experience with data management and reporting tools such as PowerBI an advantage
- Excellent written and spoken English and German skills
- Strong reporting and presentation skills
- Good project management skills and the ability to multitask
- The ability to work both alone and as part of a team with other departments

We offer:

- Comprehensive initial training and regular further training in the form of training courses and lectures
- Being part of one of the largest and most professional business development and marketing teams in a law firm in Austria and the CEE region
- Long-term employment in a diverse and responsible position in an international environment
- Interesting projects as a member of a close-knit team but with a high degree of self-autonomy
- **Health care services, sports events and company celebrations**
- Central office premises with excellent public transport connections
- Free fresh fruit and hot drinks
- Annual pass for Wiener Linien

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.

This position is remunerated with a monthly salary of EUR 3,000 gross (full-time basis), which is above the collective agreement, with the willingness to overpay with appropriate qualifications and professional experience.

Does this sound like the job for you? Please send us your CV and a motivational letter, and we'll get back in touch.

We look forward to receiving your application!



Contact

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One region one firm
countless mindsets.

Wolf Theiss

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