

Luther Luxembourg:

Luther in Luxembourg is a leading business law firm that was established in 2010. Relying on its international network, the firm's multilingual professionals advise domestic and international clients across numerous practice areas, particularly Corporate/M&A, Banking and Finance, Dispute Resolution, Investment Management, Employment, and Real Estate.

Our clients, ranging from multinational corporations, investment funds, financial institutions to private equity firms, have placed their trust in our interdisciplinary legal advice that hits the mark.

Luther employs 420 lawyers and tax advisors, is present in 10 German economic centres and has 11 international offices in European and Asian business centres. Luther is a founding member of unyer (www.unyer.com), a global organisation of leading professional services firms that cooperate exclusively with each other.

We are hiring a **Marketing, Communication & Business Development Officer** to support the firm's Marketing, Communication & Business Development Department.

Marketing, Communication & Business Development Officer (m/f/d) Permanent Employment Agreement – Full Time

Your tasks:

As a Marketing, Communication & Business Development Officer, you will support the firm's marketing, communication and business development activities across all practice areas. You will play a key coordination role between partners, lawyers and external stakeholders, ensuring the smooth execution of marketing initiatives and client development activities:

- Contributing to and coordinating the drafting and editing of the firm's communication materials according to brand guidelines (department brochures, presentations, leaflets, lawyer profiles, press releases, social media posts, internal/external newsletters, adverts, pitches, etc.);
- Supporting the preparation and updating of business development materials, including credentials, presentations and pitch documents used in client meetings and proposals;
- Assisting lawyers and partners with the preparation of client-related materials and background research for meetings and business development activities;
- Updating and maintaining the firm's website and the intranet; ensuring content is accurate, up to date and consistent with the firm's positioning;
- Assisting in the coordination and follow-up of the organisation of events such as client events, conferences, sponsorships and external roadshows/fairs, including logistical support and post-event follow-up;
- Supporting the firm's visibility initiatives, including legal directory and ranking submissions;
- Maintaining and updating the firm's CRM system ensuring data accuracy and consistency;
- Performing general marketing, communication and business development administrative support tasks as required.

Contact:

If you are ready to take your career to the next level in a multicultural, international and dynamic environment, focusing on work-life balance and continuous improvement, please send your CV and a motivation letter to the following email (lu.recruitment@luther-lawfirm.com) with the Marcom-O reference.

Start date: As soon as possible

Your profile:

- **Experience:** 3 to 5 years of experience ideally, acquired in a law firm or in a professional services firm;
- **Qualification:** a bachelor's degree or equivalent qualification in marketing and communications or a related field;
- **Languages:** fluent in English and French. Knowledge of German would be considered an asset;
- **Skills:**
 - Highly organised, structured and able to manage multiple priorities simultaneously
 - Proactive, autonomous and service-oriented mindset
 - Strong communication skills with attention to detail and quality
 - Proficient in Microsoft Office (in particular PowerPoint and Excel)
 - Comfortable managing social media channels
 - Creative mindset with an interest in visual communication, design and copywriting
 - Digital-savvy; familiarity with digital communication tools (e.g. content creation tools, social media platforms) would be considered an asset

What we offer:

- an attractive salary package;
- a dynamic and friendly workplace;
- opportunities to participate in external training and soft-skills courses as well as to organise internal training sessions;
- regular team events.