



Schoenherr is a leading European full-service law firm with a strong footprint in Central Eastern Europe (CEE). The firm operates 16 offices in 15 countries. Schoenherr combines an international mindset with solid local knowledge. Trusted by global and regional clients for its high-end capabilities, Schoenherr delivers cross-border legal solutions at the highest international standards, built on market knowledge, legal technology and innovation

To strengthen our communications team, we are looking for **Corporate Communications Assistant (m|f|x)** to help shape the future of legal communications at Schoenherr.

Corporate Communications Assistant (m|f|x)

What You Will Do

- Manage ongoing updates on our website and intranet (e.g., uploading press releases, newsletters, etc.)
- Prepare materials to support our PR, digital, and brand teams
- Organise (international) team meetings and coordinate related logistics
- Manage access rights for various memberships and subscriptions
- Support project management and take responsibility for a range of administrative tasks (e.g., processing invoices coordinating production of branded materials, point of contact for external partners regarding sponsorships, etc.)

What You Bring

- Ideally, you have already gained initial relevant professional experience
- Strong English skills and high proficiency in MS Office
- You are familiar with common graphic programmes (Adobe Photoshop, Illustrator, InDesign), content distribution tools (e.g., Mailchimp), and CMS systems
- You approach every task proactively and with a hands-on attitude
- You work with great attention to detail and demonstrate a strong sense of responsibility

What We Offer

- A modern, supportive environment where your ideas matter and your expertise is valued
- A diverse and creative team that combines professionalism with a positive, energetic workplace culture
- The gross salary per month amounts to a minimum of € 2.600,00- (basis full-time), with a clear commitment to paying more in line with your professional experience and qualifications.
- If you are excited about shaping our international communications activities and joining a firm that values professionalism, integrity, and teamwork, we look forward to receiving your application

Be a part of our successful team and send your application (CV, letter of motivation, certificates ...) to our People&Culture Department or apply online. For further questions you can reach us on +43 1 53437 50729.

apply online

For further information please visit our website at www.schoenherr.eu.