



Join Schoenherr, a leading law firm in Central and Eastern Europe. We are seeking an experienced and motivated Business Development (BD) Professional to join our team in Vienna. This is a full-time opportunity to play a pivotal role in strengthening our firm's market presence and driving growth through high-quality legal submissions and client development initiatives.

We are looking for a full-time (40h/week)

## Business Development Professional - Legal Submissions (m | f | x)

### Your responsibilities

- Lead and manage the preparation of legal submissions, rankings, awards, and directory entries (e.g., Chambers, Legal 500, IFLR).
- Collaborate closely with partners and practice groups to collect, refine, and present matter highlights, client references, and case studies.
- Translate technical legal content into impactful business development materials, ensuring clarity, persuasiveness, and alignment with the firm's brand.
- Monitor and track submission schedules, ensuring timely, accurate, and high-quality delivery.
- Provide research and insights to support pitch materials, proposals, and strategic marketing initiatives.
- Build strong internal relationships across departments / jurisdictions to gather information and promote best practices.

### Your Profile

- At least 2 years of experience in business development, marketing, or communications, ideally within a law firm or professional services setting.
- Familiarity with legal directory submissions is valued; a proven track record is an asset but not required.
- Excellent written and spoken English skills; proficiency in German is an advantage.
- Strong organizational and project management skills with the ability to manage multiple deadlines under pressure and a collaborative approach.
- Detail-oriented, proactive, and a confident communicator comfortable working with senior stakeholders.
- Openness to embracing new technologies, including the thoughtful use of AI tools, to support efficient and effective working practices.

### We Offer

- Flat hierarchy in a diverse, international and collegial work environment.
- Close collaboration with your colleagues in the international offices.
- Welcome days and an assigned buddy to help you acclimate to your new work environment.

- Personal and professional training opportunities.
- The possibility of Home-Office upon consultation with your manager.
- An office in the heart of Vienna with an in-house gym and team and company get-togethers.
- A gross monthly salary starting at EUR 3.800,- depending on your qualifications, profile and abilities.

If you are interested in supporting our business development activities and gaining experience in a prestigious law firm, we'd love to hear from you.

apply online

For further information about this vacancy, please give us a call at +43 1 5343 750729 or visit us at [www.schoenherr.eu](http://www.schoenherr.eu).