



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.

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.