



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 business development team, we are looking for a full-time (40h/week)

Business Development Coordinator (m | f | x)

What to Expect

- Assistance with creating initial pitch drafts (Word or PowerPoint);
- Revising existing templates in collaboration with our attorneys and CCBD colleagues;
- Creating high-quality visual elements (maps, infographics, etc.);
- Quality assurance of pitch materials;
- Creating supplementary business development materials;
- Monitoring timelines and managing pitch-related processes;
- Maintaining and updating pitch databases and track record platforms;
- Coordinating proofreading, ensuring compliance with brand guidelines, and delivering precise, high-quality results;
- Building and maintaining relationships with our practice groups and external stakeholders.

What Sets You Apart

- A bachelor's degree or equivalent qualification in business administration, law, communications, economics, marketing, or a related field;
- A strong interest in business development, market trends and current geopolitical developments, with the ability to translate these into meaningful insights for client targeting and pitch strategies
- Several years of experience in a comparable position, preferably in the professional services sector;
- Excellent written and verbal communication skills in German and English;
- Very good knowledge of MS Office (especially PowerPoint and Word);
- Ideally, knowledge of Adobe Creative Suite (InDesign, Illustrator, Photoshop);
- Strong organizational skills, attention to detail, and project management skills;
- Ability to work well in a team and a proactive approach to work.

What We Offer

- Flexible working hours and a hybrid work model combining office and remote work;
- Flat organizational structure with an enjoyable work environment built on regular, open communication;
- A diverse, autonomous role within an open and international atmosphere;
- A centrally located Vienna office with excellent public transport connections;
- A dedicated buddy and Welcome Days to ensure a smooth onboarding experience;

- An on-site fitness center;
- Outstanding personal and professional development opportunities;
- Company celebrations and team-building activities;
- A secure and stable working environment;
- A competitive gross monthly salary starting at EUR 2.400,00 (full-time basis), with willingness to exceed this based on relevant experience and qualifications.

Become a part of our successful team and apply online (CV and letter of motivation). For further information about this vacancy, please give us a call at +43 1 5343 750729 or send an email at recruiting@schoenherr.eu.

apply online

For further information visit our website under: www.schoenherr.eu.