

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, Insurance & Reinsurance 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 and is present in 10 German economic centers and has 11 international offices in European and Asian financial centers.

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, Communications & Business Development Officer** to support the firm's Marketing, Communications & Business Development Department.

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

Your tasks:

- coordinating the editing and drafting of the firm's print and digital communications material according to brand guidelines (department brochures, presentations, leaflets, lawyer profiles, press releases, social media posts, internal/external newsletters, adverts, pitches, presentations, etc.);
- updating the intranet;
- assisting in the coordination and follow up on the organisation of events, road shows, conferences, seminars, sponsorships, and fairs organised by the firm's departments;
- updating and inserting information in the firm's Contact Relationship Management System (CRM data management);
- maintaining and developing Luther relations as community manager;
- execute all other marketing and communications related administrative assignments.

Your profile:

- **Experience:** up to five years acquired in a law firm or an advisory/audit firm;
- **Qualification:** a bachelor or similar degree in marketing and communications or related field;
- **Languages:** fluent in English and French. Knowledge of German would be considered an asset;
- **Skills:** proactive, autonomous, proficient with Microsoft Office and social media channels with a creative approach, skilled in design and copywriting.

What we offer:

- an attractive salary package;
- a dynamic and friendly work place;
- participation in internal and external trainings on legal matters and soft skills
- regular team events

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-Officer reference.

Start Date: as soon as possible

Bangkok, Berlin, Brussels, Cologne, Delhi-Gurugram, Dusseldorf, Essen, Frankfurt a.M., Hamburg, Hanover, Ho Chi Minh City, Kuala Lumpur, Jakarta, Leipzig, London, Luxembourg, Munich, Shanghai, Singapore, Stuttgart, Yangon