



You with us.

Set your career
in motion.

Als eine der führenden Rechtsanwaltskanzleien mit 15 Büros in Zentral- und Osteuropa beraten wir Mandant:innen in allen wirtschaftsrechtlichen Angelegenheiten. Als Teil unserer national und international tätigen Teams arbeiten Sie mit den renommiertesten Jurist:innen der Branche zusammen. Qualität, Flexibilität, Innovation und praxisorientierte Lösungen bei komplexen Aufträgen im Wirtschaftsbereich sind das Kernstück der Schönherr Philosophie. Werden Sie Teil unseres Teams und gestalten Sie unseren Erfolg in Zentral- und Osteuropa mit.

Wir suchen ab sofort auf Vollzeitbasis (40h/Woche) eine:n

Legal Submissions Manager (m | f | x)

Job profil

- management of submissions (drafting and managing relevant directory and award submissions)
- liaising with national and international colleagues to identify and generate the required information
- collating, managing and processing of all relevant data and information
- researching and analysing information on deals and markets
- quality-control and content-support for international submissions

We are looking for

- more than 3 years of experience in the legal sector, research or business development
- experience in legal submissions management is an advantage
- excellent/native English and good German skills
- excellent written and oral communication skills
- highly analytical and structured approach
- excellent time- and project management skills
- solution-oriented, team-minded, proactive and resourceful character
- strong computer skills

We offer

a position with a diverse range of responsibilities in a collegial, open and international working environment. Benefit from our wide variety of social benefits, e.g. our inhouse fitness studio.

Become a part of our successful team and apply online (CV, letter of motivation, university transcripts). For further information on this vacancy please give us a call +43 1 5343 750429.

Depending on your qualification and background, you will receive a performance-oriented salary that fits your profile and abilities. According to your qualifications, the gross salary for this position starts from € 3.000,- per month.

[apply online](#)

Weiterführende Informationen zu Schönherr finden Sie auf unserer Website www.schoenherr.eu.