

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, 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 aims to hit 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 Trainee** to support the firm's Marketing, Communications & Business Development Department.

Marketing, Communication & Business Development Trainee (m/f/d) **Internship six to 12 months**

Your tasks:

- assist in maintaining/revising/creating marketing materials (capabilities statements, fee proposals, matter lists, awards and ranking information, brochures, presentations, lawyer profiles etc)
- assist in digital communication (website, social media, mass mailing):
 - posting/scheduling content and producing monthly reports with the analytics available
 - participating in the competitive analysis
 - assisting with the internal communication/intranet update
 - assisting with the research on content ideas (by expertise/sector)
- update and insert information in the firm's Contact Relationship Management System (CRM)
- assist in the planning and organisation of events: content, format, logistics, advertising, materials, communication with participants and attendees, venue booking, feedback survey, post event report, follow-up actions
- execute all other related marketing and communications administrative assignments

Your profile:

- **Qualification:** academic background and qualifications in Marketing & Communication (i.e. you have obtained or are currently registered for a Bachelor/Master's degree in Marketing & Communication or similar qualifications)
- **Languages:** fluent in English and French
- **Skills:** proactive, dynamic, team player and good communication skills, excellent knowledge of Microsoft Office (Word, Excel and PowerPoint) as well as good knowledge of common web tools (Typo3), and social media channels (LinkedIn, Twitter, Facebook, YouTube), good design and audio/visual skills

Contact:

If you are ready to take your career to the next level, please send your CV and a motivation letter to lu.recruitment@luther-lawfirm.com (Ref: Marcom-Trainee).

Start Date: January 2024