

## About 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 hits the mark.

Luther employs 420 lawyers and tax advisors, is present in 10 German economic centres and has 11 international offices in European and Asian financial centres.

Luther is a founding member of unyer ([www.unyer.com](http://www.unyer.com)), a global organisation of leading professional services firms that cooperate exclusively with each other.

We are seeking a **Marketing, Communications & Business Development Trainee** to support the firm's Marketing, Communications & Business Development Department.

## Marketing, Communications & Business Development Trainee (m/f/d) Internship – 3 to 6 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 preparing documents in the submission processes (awards and legal directories)
- Assist in digital communication (website, social media, mass mailing):
  - Post / schedule content
  - Produce monthly reports with the analytics available
  - Participate in the competitors' analysis
  - Assist with the internal communication / intranet update
  - Assist with the research on content ideas (by expertise / sector)
- Update and input data in the 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 & Communications (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. Good knowledge of Microsoft Office (Word, Excel, and PowerPoint) as well as common web tools (Typo3), and social media channels (LinkedIn, Twitter, Facebook, YouTube). Good design and audio / video skills

### 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](mailto:lu.recruitment@luther-lawfirm.com)) with the MarCom-T 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