

LegiTeam: Job Opportunity | CMS Cameron McKenna Nabarro Olswang LLP SCP – Business Development and Marketing Manager

CMS Cameron McKenna Nabarro Olswang LLP SCP, a major international law firm with offices in Europe, CEE and worldwide is looking for a very dynamic and enthusiastic candidate willing to take on a challenging role in a highly professional and international environment.

The ideal candidate for the position of *Business Development & Marketing Manager* must have strong management and technical skills and be able to prioritize a busy workload whilst working under pressure, all the while maintaining a high level of accuracy.

Being able to multitask efficiently is a must.

As a member of the firm's BD&Marketing team you will be providing support for business development and marketing activities across all practice areas within the firm.

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Key responsibilities will include:

- supporting on a broad range of marketing initiatives;
- assisting with the co-ordination of pitch documents and proposals;
- maintaining information systems;
- ensuring up-to-date and readily available marketing materials;
- maintaining and managing firmwide databases and documents;
- assistance with coordinating events; and
- liaising with counterparts in other jurisdictions (countries).

The successful candidate will:

- have a minimum of 3 years experience in a similar role, ideally within a professional services environment;
- be able to show accuracy and attention to detail;
- be able to demonstrate initiative, creativity and good prioritization skills;
- be self motivated and able to work under pressure;
- have an excellent level of written and spoken English;
- have Advanced Microsoft Office skills.

If you qualify for this position, please send your CV accompanied by a letter of intention to bucharest.office@cms-cmno.com or mihaela.grigorescu@cms-cmno.com.

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