

International firm Sorainen is looking for a marketing assistant

Leading regional business law firm Sorainen is looking for an enthusiastic, positive, and ambitious Business Development & Marketing (BD&M) assistant to help promote our international law firm both in and outside Belarus.

You will be responsible for:

- assisting in developing and implementing the firm's corporate strategy;
- updating marketing databases and information in firm's website, following up changes in local legal market;
- assisting in preparing, organising and ordering necessary marketing and printing materials;
- assisting in creation and delivery of press releases, corporate leaflets and other marketing materials;
- provide business development and marketing related assistance to lawyers and legal teams;
- assisting with business events planning and organisation.

We expect you to have:

- a degree in marketing (1-3 years of relevant experience is an advantage);
- strong oral and written communication skills in Russian and English;
- strong collaboration skills;
- confident and dynamic personality;
- creative mindset;
- passion and curiosity for promoting products of a consulting business.

We offer:

- work at a modern and dynamic international consulting organisation;

- advanced BD&M know-how;
- diverse professional experience;
- young and talented team of selected professionals (average under 30);
- proved competitive compensation package;
- central office location.



We all take advantage of a wide range of professional trainings, internships outside Belarus, close collaboration with BD&M colleagues in other offices, shared internal library, and more.

More about the firm: sorainen.com, FB, Instagram

Resumes with motivation letters please send to hr.by@sorainen.com

uk – Law firm Sorainen

www.sorainen.com