

Marketing and Communication Officer (m/f)

by Mylene Di Nino - Tuesday, January 21, 2025

<https://molitorlegal.lu/careers/marketing-and-communication-officer-m-f-2/>

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The mission

- You will be in charge of Marketing & Communications (“MarCom”) of the firm covering all related elements of strategy, planning and deployment, as well as ongoing monitoring of related actions, required to develop its market presence, eminence, networks and sales capabilities.
- You will be in charge of the internal and external communication.
- You will develop templates and manage our internal communication through our platforms such as Intranet or several Newsletters. You will also be in charge of our external communication and manage our Website, LinkedIn and Xing accounts.
- You will be in charge of market watch and researches.
- You will plan and manage promotional and internal events, but also communications material development.
- You will act as the expert who will translate MarCom needs of the firm’s partners into concrete technical strategy steps and action plans to support the overall development of the organisation.

- You hold a degree in, ideally media, marketing, communications studies, journalism or an equivalent specialism.
- You have a first experience in a similar position of minimum 3 years.
- You are a creative thinker with proven marketing campaign elaboration expertise.
- You demonstrate a good understanding / mastery of digital / social media tools and platforms.
- Fluency in French & English a must; German an advantage.
- You are proactive and highly organised, with strong time management and planning skills, meticulous attention to detail and a proven ability to multitask.
- Excellent communications and presentations skills – able to present and convey ideas in a clear and concise manner, both verbally and in writing.
- You are highly customer focussed (internal & external ones) and demonstrate excellent communication presentation skills (Approachable with strong interpersonal skills being able to evolve in varied environments and interact with a diverse set of counterparts)
- Innovative and creative, with a concise, precise and effective approach to deploying visions & ideas in practical and impactful manner, focused on quality.

We have a strong focus on how we recruit, train and reward our staff and always ensure that they are fully aligned with our work culture built around our four core values:

- Service Excellence - We seek to exceed our clients’ expectations, through impeccable quality advice and deliverables.
- Integrity & Trust - We ‘walk the talk’ – Being widely trusted by all our counterparts is essential to us.
- Teamwork – We place team goals above individual goals
- Approachability – Building rapport with all our counterparts is a key priority for us.

About the firm:

We are a top independent law firm based in Luxembourg with a wide international network. Local and international clients rely on us for our recognised expertise in legal matters and disputes involving Luxembourg law. We pride ourselves in being a multidisciplinary firm serving all major sectors of the economy.