

**Client:** Ellex Valiunas - [www.ellex.lt](http://www.ellex.lt)

**Position:** Head of the Brussels Office

The logo for Ellex Valiunas, with 'Ellex' in a green sans-serif font and 'Valiunas' in a black sans-serif font.

## **JOB DESCRIPTION**

### **Key job duties:**

- Prepares and coordinates the operational development, marketing and communication strategies for the Brussels Office;
- Creates and implements measures aimed to promote sales and expansion;
- Organises and implements tasks that are necessary within the framework of business development and sales, marketing and communication processes; manages sales and marketing projects;
- Maintains contacts with legal networks (law firms and lawyers), business associations and other organisations, and monitors the law firm's representation in them; assists partners in their meetings with important clients;
- Organises and coordinates, together with responsible persons of practice groups, presentations of the law firm and its participation in exhibitions and conferences:
  - Arranges seminars for the current and potential clients of the law firm, and for other organisations;
  - Organises the law firm's representation or presentation in conferences, seminars, exhibitions, etc.;
- Prepares written material about the EU's topical issues that can be used by the law firm in communicating with its clients;
- Maintains and updates the sales support databases and other instruments;
- Follows his/her superior's instructions and performs other necessary tasks.

### **Subordination:**

- Head of the Brussels Office reports directly to the Managing Partner;
- Head of the Brussels Office will have no direct subordinates;
- The place of employment is Brussels with business trips to Lithuania 1-2 times a month;
- Part-time employment opportunity.

**Responsibilities:**

- Results of implementing business development, marketing and communication projects;
- Effective use of funds in the implementation of projects;
- Confidentiality;
- Compliance with internal rules of procedure.

**Requirements:**

- Higher education in business management, communications, public relations or other closely related spheres;
- Good knowledge of work in the European Commission is an advantage;
- Previous working experience in the European Commission or in the field of business coordination, preferably B2B services;
- Strong sales, analytical, strategic thinking and project management skills;
- Computer literacy (proficient with MS Office programs);
- Proficiency in written and spoken Lithuanian;
- Excellent knowledge of English;
- Knowledge of French is an advantage;
- Good communication skills and proactiveness.

**Lead Consultant:****Šarūnas Dyburis**

Managing Partner Lithuania

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