

Business Development Associate

About Kinstellar

Kinstellar acts as trusted legal counsel to leading investors across Emerging Europe and Central Asia. Our reputation for quality, excellence and integrity speaks for itself. With offices in 11 jurisdictions and over 350 local and international lawyers, we deliver consistent, joined-up legal advice and assistance across diverse regional markets – together with the know-how and experience to champion your interests while minimizing exposure to risk. Our clients include leading international and regional corporations, banks and other financial institutions, state bodies, multi-lateral institutions, and international law firms with clients that require top-quality legal counsel in our jurisdictions. We handle the most important and complex assignments for clients across diverse industries and business sectors.

As a law firm providing premium legal services in Emerging Europe and Central Asia, we have vested interest to ensure that our people have the best opportunities for professional development. We invest significantly in knowledge, learning and professional development.

As part of our expansion strategy, we are searching for a highly motivated **Business Development Associate** to join our talented **Regional Business Development Team** and be based in our **Sofia** office.

Job Responsibilities

- Stay informed about hot topics and industry trends and conduct research on clients, targets, trends for our sector and service teams;
- Assist our teams with actively setting up, coordinating and attending client relationship and Business Development meetings and calls;
- Support roadshows with technical assistance, scheduling of meetings, and preparation of relevant materials;
- Manage opportunities in our company app, including summarizing and uploading teasers;
- Help maintaining and updating our CRM tool with client related data;
- Perform other tasks as assigned.

Qualifications and Job Requirements

- A strong foundation in legal training (either you just graduated with a law degree or you have 1-2 years of law firm experience) and an understanding of the legal world, jargon, and key players;
- Previous practical experience in business development;
- Full proficiency in English Language;
- Excellent IT skills, MS applications – particularly Word, Excel, Outlook, PowerPoint;
- Strong project management and organisational skills;
- Excellent technical skills and a commercial mindset;
- Ability to deliver against competing priorities;

- Keen interest in business development and the desire to further hone your skills in it;
- Analytical, proactive, problem-solving attitude;
- Positive, flexible, and cooperative personality.

Our Offer

- Interesting and challenging projects;
- Career and professional development in a leading CEE law firm;
- Competitive compensation & benefits package;
- Performance review cycles leading to promotion opportunities;
- 25 days of annual leave;
- Training & Development Program;
- Wellness Program;
- Hybrid Working Opportunities;
- Community Investment volunteer activities;
- Team events and people initiatives;
- Convenient Office Location;
- Professional, positive and team-oriented culture.

Equal Opportunity

Kinstellar provides equal opportunities to all attorneys, employees and applicants and prohibits discrimination of any type with regard to ethnicity, religion, age, sex, national origin, disability status, sexual orientation, gender identity or expression, or any other protected characteristics.

Joining Kinstellar means working with some of the finest legal minds in Emerging Europe and Central Asia on the region's most challenging mandates. We attract the best and brightest talents to help us continue our stellar growth.

Do you consider yourself Stellar? Apply Now by submitting your application (CV and cover letter) in English at HR.Sofia@kinstellar.com

All applications will be treated with strict confidentiality. Only shortlisted candidates will be contacted.

By submitting your application, you agree to provide us with your personal data for the purposes of the recruitment process at Kinstellar. Your personal data will be processed in strict confidentiality by Kinstellar solely for the purposes of selection and recruitment and will not be transferred to other data controllers unless required by law.

By submitting your application, you understand and consent to Kinstellar keeping your personal information for a period of up to 12 months so that we may contact you again for future career opportunities.