**Full-time Intern - Paris**

**Job description**

Clifford Chance is one of the world's leading law firms, with 33 offices in 23 countries and some 3,300 legal advisers.

In France, we are recognised as one of France's leading law firms. We have 39 partners and over 190 lawyers. Our clients include leading French and international corporates, banks and financial institutions.

Our clients come to us because of our outstanding expertise across the whole spectrum of legal products, our client-friendly approach and our can-do attitude.

The Paris office is looking for a full-time intern to join its Business Development and Marketing team.

**Main tasks**

The Paris Intern will be an integral member of the Business Development and Marketing team and will be involved in all the tasks, including:

* Development of an understanding of the French market and product areas in which the firm in Paris is specialized
* Development and maintenance of a suite of business development materials, eg. credentials list, brochures, follow-up materials, intranet and website pages, reports
* Working on the preparation of pitches and presentations
* Research and compilation of information on clients and markets, including both internal and market intelligence
* Communication with and involvement with other members of the global marketing and business development team on relevant client initiatives, opportunities and projects

**Essential Requirements**

* Excellent communication skills – written and oral.
* Excellent presentation skills.
* Highly organized.
* A proactive and assertive approach, tenacity, commitment and enthusiasm.
* A proven ability to work to tight deadlines, juggle multiple projects and deliver under pressure.
* Good systems and database skills including Word, Excel, PowerPoint applications.
* Team player.
* Sense of humour.

**Supervisory/Management:**

Reports to the Director of Business Development and Communications, Paris

**Education/Qualifications:**

* Currently undertaking a full-time university degree
* Excellent language skills: French and English (bi-lingual)

**Duration**

6 months, starting in January 2022

**Office Location**

Paris

**Please forward your CV and cover letter to**:

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