



Title: Communications Specialist

Department: Marketing

Location: 925 West Georgia Street, Suite 1200, Vancouver, BC

Reports to: Manager, Marketing & Business Development

Singleton Urquhart Reynolds Vogel LLP is a leader in construction and infrastructure, insurance, commercial litigation, real estate and business law. Founded in 1982, with its roots in construction litigation, the Firm has grown to add a full complement of business law services including commercial real estate, construction contracts, estates planning and corporate commercial.

Operating on a national platform, Singleton Reynolds is positioned as a new best-in-class law firm offering legal services and a long-standing reputation in dispute resolution. The Firm has close to 60 lawyers in two offices (Vancouver and Toronto) and provides a wide range of legal services including the following key practice areas:

- Construction & Infrastructure
- Commercial Litigation
- Professional Liability
- Corporate Commercial
- Commercial Real Estate
- Insurance Defense
- Entertainment Law
- Workplace Law
- Wills & Estates
- Business Immigration

## THE ROLE

Singleton Reynolds is looking for a communications professional to join our Marketing Team. We are a professional, entrepreneurial, team-oriented, and friendly place to work. We are committed to diversity and inclusion, and offer a welcoming environment for all people.

We require someone who thrives in a fast-paced environment, who is resourceful, service oriented and deadline-driven. We are looking for someone who is creative, hardworking, detail oriented, a team player and an exceptional writer.

The core functions of the role include the following:

- Develops and maintain the Firm's communications plan.
- Drafts pitches and proposals.

- Writes awards and rankings submissions.
- Leads, implements and delivers social media strategy, including reporting through Google analytics.
- Monitors media and maintains a list of current media contacts as part of the media relations program.
- Drafts and collaborates with senior Firm members on news releases in addition to pitching story ideas and liaises with media.
- Writes content for advertising, marketing materials, invitations & abstracts for client seminars, lawyer bios, speeches, case studies and the website.
- Leads story meetings and coordinates the Firm's blog content.
- Manages and executes projects as assigned by the Manager, Marketing & BD.

#### **KEY QUALIFICATIONS and EXPERIENCE**

- Post-secondary degree (communications, marketing, journalism).
- 5+ years' relevant work experience.
- Strong social media and Google analytics experience.
- Intermediate level experience with SEO and online writing for SEO.
- Experience with Adobe Suite an asset but not a prerequisite.
- Experience in professional services is an asset but not a prerequisite.

#### **SKILLS & ATTRIBUTES**

- Exceptional writer.
- Highly motivated self-starter who shows initiative.
- Professional, presentable, and enthusiastic.
- "Can-do" attitude.
- Strong ability to adapt to change.
- Strong ability to produce quality work while paying close attention to detail and accuracy.
- Well-developed written and oral communication skills.
- Strong presentation skills.
- Capacity to work under pressure, meet deadlines, and work extended hours (as needed).

**KEY CONTACT**

To pursue this employment opportunity, candidates are invited to submit their applications to:

Singleton Urquhart Reynolds Vogel LLP  
Attention: Stephen Hinds  
925 West Georgia Street, Suite 1200  
Vancouver, BC  
V6C 3L2

Email: [jobs@singleton.com](mailto:jobs@singleton.com)

Singleton Reynolds is committed to the principle of equality in employment standards and welcomes applications from all qualified individuals. We thank all applicants for their interest; however, only those short-listed and selected for interviews will be contacted.