



Title: Marketing and Business Development Coordinator

Department: Marketing and Business Development

Location: 1200 - 925 West Georgia Street, Vancouver, BC V6C 3L2

Contact: Stephen Hinds, Director, Human Resources

Supervising: Donna Farber

Singleton Urquhart Reynolds Vogel LLP is a Canadian law firm with offices in Vancouver and Toronto. Our focus is on helping clients from construction and infrastructure, commercial litigation, insurance, real estate and business seize emerging opportunities and find solutions to complex legal problems.

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 almost 60 lawyers in two offices (Vancouver and Toronto) and provides a wide range of legal services including the following key practice areas:

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

Singleton Reynolds is currently looking for a talented Marketing and Business Development Coordinator to join our dynamic and collaborative team. If you have experience working in a professional environment to promote a brand we would love to hear from you. From communicating communications across multiple channels, to organizing events to working with agencies to help develop marketing collateral, this is an exciting and varied role where you will be able to demonstrate the impact of your work.

#### THE ROLE

- Project manages firm seminars and events such as client seminars, receptions, and networking events
- Drafts firm communications such as news releases and announcements

- Maintains and updates the firm's website and LinkedIn; recommends enhancements
- Supports lawyers with the development and updating of engaging biographies
- Assists lawyers in effectively using social media with an emphasis on LinkedIn and other channels, promoting the firm's website
- Plans, manages, and executes firm sponsorships
- Works with graphic designer and marketing agencies; coordinates the design and production of varied materials
- Assists with the firm's contact database, including managing data, creating lists and invitations, testing and sending e-blasts
- Helps create, maintain and update lawyer rankings and directory listings
- Gathers intelligence on clients and sectors for special projects and initiatives
- Updates marketing materials to ensure multiple platforms are consistent and up-to-date
- Sources and maintain corporate merchandise, including inventory, coordination and distribution
- Coordinates meetings with lawyers and practice groups
- General administrative duties as require by the Vice President of Marketing and Marketing and Business Development Leader

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

- Degree or diploma in Marketing or Communications
- Experience in the law firm environment is preferred
- Three plus years of relevant work experience

#### **SKILLS & ATTRIBUTES**

- Excellent oral and written communication skills.
- Excellent customer services skills for both internal and external clients
- Professional and enthusiastic approach
- The ability to work in a team environment or independently
- Exceptional time management and organizational skills
- Superb attention to detail especially while managing multiple tasks
- Ability to identify and resolve event issues to minimize complications
- Comfortable in a multi-tasking environment
- Self-starter with a "Can-do" attitude, resourceful and a self-starter
- Capacity to work under pressure and meet tight deadlines
- Excellent computer skills; experience with InDesign would be an asset, but not required

## KEY COMPENSATION

A competitive salary and benefits package together with opportunities for personal and professional growth. We offer a matching RRSP Program, a fitness subsidy, an annual education/tuition allowance, and opportunities to attend ongoing continuing educational seminars.

## KEY CONTACT

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

Singleton Urquhart Reynolds Vogel LLP  
Attention: Stephen Hinds

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.