



Title: Marketing and Communications Specialist

Department: Marketing and Business Development

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

Reports to: Vice President, Marketing and Business Development

Singleton Urquhart Reynolds Vogel LLP is recognized nationally and internationally as a leader in construction and infrastructure law.

Founded in 1982 on a construction litigation platform, the firm continues to draw a large volume of assignments related to the construction and infrastructure industry. Given our team of highly skilled, experienced and industry-recognized lawyers, our clients are assured they are in strong, capable hands.

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

## THE ROLE

Singleton Reynolds is looking for an experienced Marketing and Communications Specialist to join our Marketing and Business Development Team. We are a professional, entrepreneurial, team-oriented, and friendly culture who is committed to diversity and inclusion, and offer a welcoming environment for all people.

We require a professional who thrives in a fast-paced environment, who is also resourceful, service oriented and deadline-driven. The best candidate will be someone who has a strong aptitude for assisting lawyers with their marketing initiatives, as well as writing and event planning. Additionally, the ideal candidate is someone who is hardworking, detail oriented and an excellent team player.

The core functions of the role, in conjunction with the VP, Marketing & Business Development, include the following:

- Works with the Vancouver lawyers, to develop annual business plans and marketing strategies along with tactics. This includes tracking progress against plans and budget spend.
- Coordinates all marketing materials and tactics to plan and deliver business development and marketing projects. This includes the development of digital advertising, internal and external communications as necessary.
- Plans, manages and executes business development-related events.
- Supports lawyers in the execution of key business development activities, such as, client targeting, cross-selling and client presentations.
- Participates in pitch and proposal meetings, assembles draft proposals using the Firm's proposal database, editing, and project management to produce the final product.
- Shares knowledge and insight of key trends and developments on focused industry sectors, including trend reports, updates around key clients, potential targets and provides competitive intelligence.
- Manages and drafts information pertaining to ranking submissions and award applications.
- Manages relationships with related associations and publications to ensure the firm maximizes its engagement with third party organizations.
- Manages and executes projects as assigned by the Vice President, Marketing and Business Development.

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

- Post-secondary degree in Business and/or Marketing.
- 5+ years' relevant work experience. Experience in Law firm or other professional services will be an asset.
- A solid writer with experience in proposal writing, marketing material drafting, press releases and other communications.
- Expertise in the management and execution of events.
- A successful track-record in developing and implementing business development and marketing strategies and tactics.
- A self-starter who is at the forefront of trends and developments in legal marketing , and demonstrates the lateral thinking ability to spot opportunities across practice groups.
- Strong project management skills, with a demonstrated ability to progress multiple priorities simultaneously.
- Ability to work virtually with lawyers and staff located in both Vancouver and Toronto.

#### **SKILLS & ATTRIBUTES**

- Highly motivated self-starter who has demonstrated initiative in the marketing and business development space.
- Strong writing ability and attention to detail.
- Professional and enthusiastic team player.
- Demonstrated "Can-do" attitude.
- Strong ability to produce quality work while paying close attention to detail and accuracy.
- 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, Director, Human Resources

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.