

Torys LLP is a highly respected international business law firm with offices in Toronto, Calgary and New York. We are recognized internationally as a frequently recommended law firm in a large number of practice areas. Our Toronto, Calgary and New York lawyers work together to offer seamless cross-border services to clients on both sides of the U.S.-Canada border and globally.

BUSINESS DEVELOPMENT COORDINATOR

We are currently seeking a Business Development Coordinator to join our Marketing & Business Development team supporting our Toronto, Calgary and New York Offices. This position requires an individual with a strong client service orientation and solid written and verbal communication skills.

RESPONSIBILITIES:

- Prepare first draft proposals, pitches and Request for Proposals (RFPs) for Managers' and legal professionals review.
- Review experience database to identify relevant transaction and case information required for the preparation of proposals, pitches, Request for Proposals (RFPs).
- Liaise with legal professionals within your assigned practice areas for the Toronto, Calgary and New York offices to establish content required to create business development materials.
- Prepare presentations, collateral materials and practice descriptions for various business development initiatives.
- Maintain and update documentation such as stock materials, matter lists, advertising materials, conference handouts and Torys.com.
- Provide support to the department on business development projects as required.

QUALIFICATIONS:

- Post-secondary degree or diploma in a Business, Marketing, Communications or Publishing program or equivalent experience.
- Exceptional writing and proofreading skills.
- Strong verbal communication skills.
- Strong working knowledge of Microsoft Word, Excel, PowerPoint.
- Familiarity with legal and financial terminology.

- Ability to work under time pressures with exceptional attention to detail.
- Excellent organizational and time management skills.
- Ability to work well independently and collaboratively within a team environment.
- Experience within a professional services environment is an asset.

HOW TO APPLY:

Lesley Wilson
Human Resources Coordinator

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Box 270, TD Centre
Toronto, Ontario
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E-mail: lwilson@torys.com

Closing Date: January 18, 2012

We thank all applicants for their interest in this position, however, only those individuals selected for an interview will be contacted.