

MARKETING ASSISTANT

Torys is a highly respected international business law firm with offices in Toronto, New York, Calgary, Montréal and Halifax. We work together to offer seamless cross-border services to our clients all over the world.

As a Torys employee, you will enjoy both an exciting, fast-paced work environment and a supportive, collegial and team-based culture. Our positions are best suited to individuals who take pride and ownership in their work and demonstrate exceptional client service in everything they do. At Torys, we take pride in our ability to attract and retain individuals who excel in their respective fields. We do this by providing stimulating work and learning and development opportunities, as well as a competitive compensation and benefits package.

POSITION OVERVIEW

Reporting to the Manager, Marketing, the Marketing Assistant is responsible for the following duties:

KEY ACCOUNTABILITIES

- Manage and track the distribution of firm tickets (season tickets for all sporting events) for client hosting initiatives.
- Coordinate all charitable sponsorship events, including: managing passes, ensuring tables are attended, and responding to requests for logos and giveaways (firm swag).
- Process payments and maintain accurate records for the firm's donations, subscriptions, sponsorships and association memberships.
- Provide administrative support to the Marketing & Business Development team including, but not limited to, scheduling meetings, booking boardrooms, and completing expense reports.
- Respond to requests from lawyers and clients (i.e. logos, invites, images, bios) and direct to the appropriate team member if required.
- Assist with the preparation of the Marketing & Business Development budget. Track and analyze expenditures on a monthly basis and review anomalies or significant variances with Director.
- Assist with updates for legal directories and new hire announcements.

ATTRIBUTES & EXPERIENCE

- Post-secondary degree or diploma in Marketing, or equivalent experience to successfully complete the essential requirements of the role.
- Minimum 2 years of previous related experience, preferably in a professional services firm.
- Proficient in MS Office product suite - which includes a strong working knowledge of Outlook, Excel and Word.
- Strong client service orientation combined with the ability to manage multiple client needs at the same time.
- Excellent communication skills (verbal and written) with the ability to interact with individuals at all levels within the organization.
- Strong interpersonal skills with the ability to work well both independently and collaboratively within a team environment.
- Excellent organizational and time management skills to effectively prioritize and meet deadlines with minimal supervision.
- Careful attention to detail with strong problem solving skills.
- Sound judgment including the ability to deal with confidential information with utmost discretion.
- Determined with a can-do approach.
- Ability to be resourceful and independently identify and source out missing information.

HOW TO APPLY:

Please address your resume and cover letter, stating your salary expectations to Firm Admin Recruiting (firmadminrecruiting@torys.com)

We thank all applicants for their interest in Torys LLP; however only candidates selected for an interview will be contacted

At Torys we are committed to diversity in the recruitment, retention and advancement of our people. We believe that diversity of backgrounds, experiences and perspectives enhances the quality of our work and enriches our lives. We are committed to fostering an inclusive and accessible work environment. Accommodations are available for applicants with disabilities. If you require accommodation at any time during the recruitment process, please contact [Malinda Dunfield](#), Manager, Human Resources.