

MARKETING & BUSINESS DEVELOPMENT COORDINATOR

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

The Marketing & Business Development Coordinator supports the department by using the experience database to make updates, source missing information, and extract data for reports and RFPs. This position assists with directory submissions and provides administrative support as required.

KEY ACCOUNTABILITIES

- Update the experience database with details on firm transactions and case information on a daily basis; identify and source missing details through internal and external sources (i.e. newspapers, websites).
- Provide support in the production of Business Development RFPs, pitches and brochures which includes reviewing the database and preparing reports to identify relevant transactions and case information.
- Prepare and submit transaction and case information on the firm and lawyers to league tables, magazines and trade journals on an ongoing basis.
- Assist with submissions to external directories and rankings organizations (Chambers, IFLR100 and The Legal 500) to facilitate firm participation and maximize rankings and awards. This includes:
 - preparing draft submissions for review and keeping track of submission status at all times;
 - following up with lawyers to finalize materials for submission;
 - coordinating research calls between practice areas and directory publications;
 - compiling all preparatory materials in advance of practice area interviews (i.e., submissions, past year's rankings, peer intelligence, etc.); and
 - maintaining a calendar of submission deadlines and research schedules.
- Provide back up support to the Business Development Analysts and other members as required.
- Sort and produce ad hoc reports on various business development activities and outcomes.

ATTRIBUTES & EXPERIENCE

- Post-secondary degree or diploma in Marketing or Business, or equivalent experience to successfully complete the essential requirements of the role.
- 1 – 2 years of previous related experience, preferably in a professional services firm.
- Strong online research skills; exposure to research databases, including Capital IQ and Mergermarket is considered an asset.

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- Solid business acumen; knowledge of corporate transactional and litigation processes and terminology is an asset.
- 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.
- Ability to be resourceful and independently identify and source out missing information.
- 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

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.

We foster an inclusive and accessible environment and are committed to providing support to applicants and firm members with disabilities. If you require accommodation at any time during the recruitment process, please contact [Jenny Tavares](#), Senior Manager, Human Resources.