



Business Development and Marketing Assistant

Lawson Lundell LLP is a leading regional Canadian business law firm with offices in Vancouver, Kelowna, Calgary and Yellowknife. The firm is recognized and respected by its peers in legal and business publications and was recently named one of BC's Top Employers for 2022. Business in Vancouver also recognized Lawson Lundell LLP as the fastest growing law firm in Western Canada.

Lawson Lundell LLP is seeking a Business Development and Marketing Assistant to join our Vancouver office. This role would provide support to the Business Development and Marketing team in a number of areas, including on sponsorships, events, and communications. The regular working hours for this role are Monday – Friday, 8:30am – 4:30pm.

Standard Responsibilities:

70% FTE - reporting to the Director of Business Development and Marketing:

- Execute on sponsorships and track spend.
- Assist with drafting bios and coordinating photoshoots.
- Purchase and coordinate tables and event tickets.
- Process invoices and track against marketing budget.
- Assist with preparation and coordination of events.
- Maintain inventory of promotional items and source items as needed.
- Coordinate client gifts.
- Assist with coordination of collateral materials including brochures and other printed documents.
- Assist with the maintenance of client information database, Interaction.
- Updating BDM Department Calendar
- Coordinate Rogers Arena Suite allocations
- Monitor Inquiries inbox

30% FTE – reporting to the Chief Operating Officer and Chief Information Officer:

- This position will also provide Executive Assistant support to the COO and CIO, including ad hoc projects, dealing with highly confidential materials, and providing a range of administrative support.

Qualifications:

- Bachelor's degree in Marketing, Communications or other related field.
- 0-3 years of relevant experience.



- Proven ability to handle multiple tasks, concurrent projects and competing priorities while remaining calm in a high-volume, fast-paced and deadline-driven service organization.
- Solid technical skills including internet research, MSOffice Suite—Word, Excel, PowerPoint, etc.
- Detail-oriented and organized.
- Excellent interpersonal skills, polite, professional, positive manner, and a client service approach.
- Excellent oral and written communication skills.
- Ability to maintain confidentiality.
- Ability to learn new skills as they become necessary.
- Ability to function in a collaborative organization and be a team player.
- Some work after normal business hours may be required for event support and execution, but overtime pay will be provided.

Exciting perks and benefits of working at Lawson:

- **Competitive Compensation**
- **Health Benefits** (50% covered by the employer): extended health, dental, vision, out of country, life, ad&d
- **Fitness Benefit:** reimbursement for fitness equipment or fitness membership
- **Paid Time Off:** vacation time starts at 3 weeks, personal days, sick time, and a volunteer day every year
- **Financial Benefits:** defined contribution pension plan matched by the firm, RRSP, TFSA, year-end bonuses and an employee referral bonus program
- **Fun Environment:** annual year end party, happy hours, staff appreciation week, and many other social events
- **Awards:** long term service (bonuses & extra vacation)
- **Flexible Work Hours**

If you are a professional, motivated, hardworking team player with a positive outlook and would like to share your expertise with us, please submit your resume with a cover letter to Elizabeth Reymundo, Director of Business Development and Marketing at ereymundo@lawsonlundell.com.

What to expect

- A commitment to diversity and inclusiveness; we believe that fostering a diverse and inclusive workplace benefits both our firm and clients
- An environment where constant learning is encouraged
- A fun and collaborative work environment
- A team of unique individuals who will help take your skills and experience to the next level



- A commitment to providing a discrimination-free and harassment-free workplace environment

We support equal opportunities for all applicants and encourage all people of visible minorities, including Indigenous applicants, and those of any religion, sex, age, ability, sexual orientation, gender identity or expression to apply.

Although we thank all applicants for their interest in Lawson Lundell LLP, only shortlisted candidates will be contacted. No phone calls please.