



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/04

Bilingual Business Development & Marketing Coordinator

Job ID 2C-F1-10-51-98-BD

Web Address

<https://careers.indigenous.link/viewjob?jobname=2C-F1-10-51-98-BD>

Company McCarthy Tetrault

Location Montreal, Quebec

Date Posted From: 2022-11-11 To: 2023-01-10

Job Type: Full-time Category: Law

Languages French And English

Description

As a Bilingual Business Development & Marketing Coordinator, you will be:

- Targeting and identifying all networking opportunities in our market.
- Providing recommendations on sponsorship and partnership opportunities to lawyers.
- Following-up on every step of the sponsorship and partnership process.
- Providing status updates and detailed reports on sponsorships, gifts, tickets and events.
- Supporting Business Development projects and providing general administrative support to the Quebec Marketing team.
- Gathering and updating market information for the Business Development team.
- Supporting the Business Development team on presentations, reports and other documents.
- Delivering administrative support on proposals, deals and cases, invoicing/filing, formatting of documents, and marketing collaterals.
- Coordinating activities related to the production of firm promotional materials.
- Updating French and English bios and posting them on the Intranet and Internet.
- Providing support to client events including reception, name tags, creation of excel lists, compilation of event surveys and invoicing.
- Coordinating ticket requests related to sports, ski, theatre and/or concerts.
- Coordinating corporate gift and promotional item requests.
- Coordinating Bell Center evenings: tracking, invoicing, ticket distribution and follow-ups and answering all Bell Center-related questions.

Experience

As our ideal candidate, you will have:

- Bilingualism (French and English) required.
- College or undergraduate degree in communications, marketing or related field.
- Two years of pertinent experience.
- Excellent spelling, grammar and proof-reading skills.
- Works well under pressure and adjusts to changing needs of the Firm, and performs multiple tasks simultaneously.
- Proven ability to communicate effectively with individuals at all levels of the Firm, in a fast-paced

environment, while maintaining a cool and calm exterior while still delivering high-quality work.

- Excellent time management and planning skills. Ability to meet critical deadlines, with a strict attention to detail.
- Ability to carry out job responsibilities with minimal supervision. Confident in making day-to-day decisions, but also knows when to escalate and seek supervisory assistance.
- Ability to handle confidential information and exercise tact and discretion in dealing with people and/or sensitive issues.
- Strong acumen of Customer Service.
- Ability to monitor deadlines.

Work Environment

As a member of the McCarthy team, you will have access to:

- Outstanding benefits from day one, including insurance premiums paid by the Firm and wellness and technology reimbursements.
- Competitive compensation, paid overtime and generous time off, including a day off to volunteer and a day off for your birthday.
- A commitment to professional development and growth opportunities for our people at all levels, supported by a culture that fully embraces and encourages two-way feedback.
- Strong community involvement and a commitment to equity, diversity and inclusion.
- A collaborative, cohesive culture that connects lawyers and business teams through collective purpose.

How to Apply

We invite you to submit your application to careers@mccarthy.ca. We thank all applicants for their interest in McCarthy Tétrault; however, only chosen applicants will be contacted. We regret that we are unable to respond to individual inquiries about application status. McCarthy Tétrault is an equal opportunity employer that fosters an inclusive, equitable, and accessible environment. Please notify us if you require accommodation at any time during the recruitment process.