

DEGRANDPRÉ CHAIT

Marketing and Events Coordinator.

Join a dynamic and professional team whose mission is to listen to, advise, and assist its clients. Located in downtown Montreal, our law firm offers you a friendly work environment focused on human capital and the quality of its services.

Profile.

Our firm is seeking a Marketing and Events Coordinator to fill a permanent position, requiring relevant experience in the field. Reporting to the Director of Marketing and Business Development, the Coordinator will be responsible for the following:

- Managing internal events (strategy, planning, logistics, catering, etc.);
- Supporting external events (creating invitations, managing client lists, on-site presence, etc.);
- Managing and updating digital media (website, social media, Intranet);
- Designing and managing visuals for invitations, PowerPoint presentations, communications, LinkedIn posts, and/or marketing campaigns;
- Managing corporate tickets and promotional items, including inventory and order tracking;
- Planning and coordinating the onboarding of new employees (welcome gift bags, photos, visuals, etc.);
- Performing other tasks related to the operations and ad hoc requests of the Marketing and Communications department.

Required Experience and Knowledge.

- University degree in marketing, event management, or project management;
- Minimum of six (6) months of experience in a similar role;
- Strong knowledge of Microsoft Office Suite;
- Bilingualism (French and English) is required to communicate with external clients;
- Knowledge of Dialogue Insight or any other mass mailing system (an asset);
- Knowledge of Canva (an asset);
- Knowledge of WordPress (an asset).

Required Skills.

- Ability to successfully manage multiple projects simultaneously;
- Excellent organizational skills and strong priority management;
- High level of accuracy and attention to detail;
- Ability to work independently and as part of a team;
- Ability to work under pressure and meet tight deadlines



Why Work at De Grandpré Chait?

Firmly rooted in the business community for over 95 years, De Grandpré Chait brings together more than 80 lawyers with niche expertise in various areas of law.

- > Competitive and attractive compensation;
- > Comprehensive group benefits plan;
- > 24/7 telemedicine service;
- > Group retirement savings plan (RRSP) with employer contributions;
- > 35-hour work week;
- > Work-life balance;
- > Generous vacation policy;
- > And much more.

How to Apply.

Please send your résumé to the attention of Magdalena Kedziora (Human Resources Advisor) at the following address: recrutement@dgchait.com. Please note that only those selected for an interview will be contacted.