

VOLTERRA FIETTA

The public international law firm

JOB DESCRIPTION

JOB TITLE:	Marketing Assistant
JOB TYPE:	Permanent and full time (35 hours per week)
SALARY:	Market Rate
DEPARTMENT:	Support

This is an exceptional opportunity for an able, motivated and organised individual to progress their career in marketing within a professional services environment.

Volterra Fietta (“**the Firm**”) is a top-tier law firm based in Central London. The Firm is ranked in Band 1 by Chambers and Partners and in Tier 1 by The Legal 500 for its expertise in public international law. The Firm’s clients and professional contacts are located throughout the world.

Purpose of the role

The Firm’s Marketing Assistant (“**MA**”) assists in numerous marketing initiatives. The MA liaises directly with all of the Firm’s Partners and Associates, supporting them in team-based and individual marketing activities. The MA is also responsible for assisting in the Firm’s central marketing programme, under the supervision of the Practice Director.

Core responsibilities

- Assist the partners and lawyers to prepare pitches for new business, from existing and potential clients, using the Firm’s branded material. You will also maintain sufficient quantities of branded materials
- Assist in maintaining the Firm’s public profile, including, but not limited to its:
 - brochures;
 - website;
 - LinkedIn posts;
 - virtual seminars;
 - newsletters; and
 - client alerts

keeping them up to date and relevant

- Assist in the organisation and management of in-person and online conferences, breakfast briefings, seminars and webinars. Issuing invitations, managing replies and managing the event on the day
- Assist in the Firm’s and lawyers’ professional profiles and CVs, including updating the Chambers AND PARTNERS and Legal 500 directory websites

- Assist in organising and running the Business Development meeting
- Maintain the Firm's contacts list
- Manage the Lexology marketing tool

Candidate requirements

- Business or Marketing Degree (or equivalent)
- Proven experience in assisting the marketing function
- Excellent organisation skills
- Excellent attention to detail and accuracy
- Able to work under pressure to meet tight deadlines whilst maintaining a high standard of work and conduct
- Good knowledge of Office 365 and Adobe (PDF) functions
- Good knowledge of video recording and editing (using Teams/Vimeo)
- A good knowledge of WordPress would be an advantage
- Good knowledge of LinkedIn
- Excellent interpersonal skills

As a core member of the Firm's support team, the MA should seek opportunities to contribute proactively to the marketing programme and other aspects of the Firm's support activities.

Context of the role

Volterra Fietta is the leading Firm in the world in a specialised area of the law. It has 20-25 lawyers. The MA has a hands-on role, interacting daily with lawyers who are global leaders in their field.

The MA is expected to establish and maintain good working relationships with the Partners, Associates, Practice Director, Director of Administration and all other staff.

The role is office-based to enable close and frequent interaction with colleagues.

Experience of assisting in a marketing department or similar role is desirable, ideally gained in a professional services environment. Education should be to degree level or equivalent.

Volterra Fietta is an equal opportunity employer and we do not discriminate based on a person's gender, ethnicity, disability, sexual orientation or any other protected characteristic. Volterra Fietta encourages applications from candidates of diverse backgrounds.