

# VOLTERRA FIETTA

The public international law firm

## Marketing Assistant

Experience level:	Professional Services firm preferred (1+ year)
Term:	Permanent
Working hours:	9.30am to 5.30pm - Monday to Friday
Location:	Central London and office based
Salary:	£25,000 to £30,000 pa

## THE FIRM

Volterra Fietta is the only public international law firm in the world. We are a team of public international lawyers, with a top-tier global reputation in both contentious and advisory matters. We combine outstanding academic credentials with the practical experience of seasoned legal professionals.

We are also the only international arbitration specialist law firm in the United Kingdom. We have one of the largest dedicated international dispute resolution teams in the world. The firm is ranked in the top tier by all the legal directories. In our cases, we invariably find ourselves adverse to the other top-ranked public international law and arbitration practices.

We act for States, international organisations and private entities in both contentious and noncontentious matters related to every continent and region of the world. Our team has a range of practical public international law experience within the governmental and commercial sectors that is unmatched by any other law firm in the world. Clients consistently instruct the firm to handle their complex, high-value, bet-the-country and bet-the-company issues.

## THE ROLE

- Assisting 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 a sufficient amount of branded materials
- Assisting in maintaining the firm's public profile, including its (a) brochures; (b) website; (c) LinkedIn posts; (d) virtual seminars; (e) newsletters; and (f) client alerts, keeping them up to date and relevant
- Organise and manage in-person and online conferences, breakfast briefings, seminars and webinars. Issuing invitations, managing replies and managing the in-person/virtual event on the day

- Assisting in the firm's and lawyers' professional profiles and CVs, including updating the Chambers and Partners and Legal 500 directory websites
- Assist in the organising and running of the Business Development meeting
- Maintain the firm's contact list
- Manage our marketing package with Lexology, liaising with the Senior Partner

## **ATTRIBUTES**

- Business or Marketing Degree (or equivalent)
- Proven experience in assisting the marketing function
- Excellent organisation skills
- Attention to detail and accuracy
- Excellent knowledge of WordPress to manage the website
- Able to work under pressure to meet tight deadlines whilst maintaining a high standard of work and conduct
- Good knowledge of Microsoft office suite and Adobe (PDF) functions
- Good knowledge of CreateSend to email campaigns
- Good knowledge of video recording and editing (using Teams) and Vimeo
- Good knowledge of using LinkedIn as a business and marketing tool
- Good interpersonal and communication skills