

## **Slotine is looking for a part-time Business Developer & Marketing Executive**

Position to be filled as soon as possible

### About Slotine

Slotine is an independent and internationally recognised legal advisor to some of the world's most sophisticated consumers of legal services. Established in Hong Kong in 2016, the firm helps companies of all sizes navigate complex legal landscapes in the Asia Pacific region. As members of the [UGGC](#) international law firm network, we are expanding our business and operations, we are now seeking a part-time, two (2) days a week, business development and marketing executive to join our dynamic and innovative team in Hong Kong.

For more information: <https://slotine.hk/>

### About the Role

As a part-time Business Developer and Marketing Specialist at Slotine, you will work in close collaboration with the Founding Partner and trusted advisors for digital marketing and design, and be responsible for a wide range of client relationship and marketing initiatives. You will be the point of contact of the firm for business development initiative with the firm's associated firms, especially [UGGC Law Firm](#) and [Payne Clermont Velasco](#).

Your responsibilities will include:

#### Business Development:

- Managing the firm's client relationship database and systems to ensure that all new and existing client details and contacts are up to date;
- Supporting the Slotine lawyers on business development strategies and client plans to assist with client relationship management and client acquisition;
- Researching and identifying commercial opportunities and greenfield clients that best suit the firm's business objectives and practice focuses;
- Preparing deal summaries and updating the credentials documents to ensure materials are fit for use;
- Assisting in the coordination of client seminars, conferences and trainings.

#### Marketing:

- Marketing content - Maintaining and updating marketing materials including templates, content, biographies and experience within the firm's website and suggesting new ideas;
- Social media - Keeping up the editorial calendar to ensure deadlines are met and the firm is strategic in its approach to disseminating content and creating sophisticated content;
- Client alerts - Editing and writing client alerts, newsletters, blogs and other external facing thought leadership articles;
- Press releases - Drafting press releases, deal and case announcements;
- Ranking - Managing applications for rankings of the firm;
- Reports - Evaluating and reporting back on returns and performance with regards to content distribution and advise on alternative approaches, best practices and strategies around writing and marketing content where needed;
- International business development opportunities - Working in coordination with the firm's associated firm's and networks business developers to communicate on recent new/closed deals, trainings, webinars, and initiate cross-selling operations at a global level.

## About You

The ideal candidate should possess strong organisation skills to manage time well and prioritise effectively. You are strategic in your thinking and are skilled in building and maintaining the foundation piece for developing business and client relationships.

You are a self-starter who is energetic and creative, thrives in a team-oriented environment. You are '*big-picture thinking*' and take a creative data- and result- driven approach when it comes to content creation and marketing.

The candidate must have:

- Experience working in business development and marketing in a corporate, professional services, or legal environment;
- Experience with client relationship management and marketing databases;
- Excellent English language skills including reading, grammar, spelling, and vocabulary to ensure proper and efficient writing (Mandarin and/ or French language skills are a plus);
- Proven social media and digital media experience; and
- Relevant tertiary qualifications or equivalent work experience.

A degree in business development, marketing, and/or communication, or any equivalent combination of training and experience is desired. A minimum of four (4) years' experience working in a professional services environment would be appreciated.

## Contact

Apply by sending your CV by email for the attention of Maëva Slotine to [admin@slotine.hk](mailto:admin@slotine.hk)