

**We are
hiring**

Marketing Co-ordinator

Clarilis liberates lawyers from complex manual drafting, so they can spend more time on the work they trained to do. We do this by combining a market-leading automation platform with experienced professional support lawyers who work with customers to deliver deep automated drafting for law firms and in-house counsel, globally. A UK-based scale-up, Clarilis customers include over 25 of the top 100 law firms in the UK – we also have customers in Canada, US, Singapore and Africa. A scale-up with a proven track record, Clarilis is positively disrupting the legal sector by increasing lawyer capacity (reducing time to first draft by 90%) that has proven game changing and evidenced by a 100% NPS.

You can find out more about us here: www.clarilis.com

About the role:

Role: Marketing Co-ordinator

We are looking to hire an enthusiastic Marketing Co-ordinator with an interest in technology and software to help support our existing team. Success in this role will require the development of effective working relationships across all departments and senior leaders in the business.

Main Responsibilities:

- Preparing project plans and reports for the Marketing Team using Wrike
- Managing internal and external marketing activities and suppliers
- Managing critical paths and highlighting any projects that go off track
- Dealing with all levels within the company
- Estimating and planning future projects
- Creating internal reports for senior management
- Ensuring project schedules are updated
- Consolidating and analysing data within Excel
- Ensuring the CRM system (HubSpot) is kept up-to-date
- Scheduling meetings and taking notes

For more information or to forward your CV for consideration for this role please email recruitment@clarilis.com



The ideal candidate will have the following skills and attributes:

- 2 years' experience in marketing co-ordination is desirable but not essential, with a strong interest in that role
- 2:1 degree or above, no subject in particular but ideally a good academic degree from a highly ranked university
- Excellent communication skills
- Interested in technology and software
- Proficient at Microsoft Excel and Word, particularly Excel
- A fast learner
- Punctual and able to meet deadlines
- Diligent and organised with high attention to detail
- Ability to work collaboratively with different departments and teams

What do we offer:

This is an exceptional opportunity for the successful candidate to be a key team member in a high-growth tech company.

EEO Policy:

Clarilis is an equal opportunity employer. All qualified applicants will receive consideration for employment without regards to race, colour, religion, sex, national origin, disability, sexual orientation or any other characteristics protected by law.

Hours: **Full-time**

Location: **Leamington Spa**

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