

Legal Recruitment Assistant

As the premier legal recruitment firm in Emerging Europe and Latin America, Legalis has built a strong track record over the years in delivering high quality and high profile hires, especially at the Partner and General Counsel levels. We focus on finding the finest legal talent.

We are currently looking for a highly motivated individual to strengthen our team in Budapest. The role holder will work alongside a senior consultant, supporting all processes involved in building candidate research lists, generating a pipeline of qualified candidates, response management and candidate selection, as well as the on-going support required throughout the recruitment process.

The successful candidate will be part of a team and will work from Budapest. Thanks to our extensive internship program you will have the chance to not only work with and support recruitment professionals but join a diverse and vivid team of interns.

Furthermore, training on the job is provided to have a sound knowledge of the skills required such as customer liaison, interview techniques, effective customer briefing, client relationship building and facilitation of meetings.

Responsibilities:

- Liaising and connecting with candidates on a daily basis and update and monitor online application tracking system, maintaining relationship with existing candidates database
- Research and map out legal markets we work in; identifying potential candidates or firms/companies looking to recruit new lawyers
- Learn the fundamentals and best practices of Boolean and online research and apply these skills to support recruiting efforts
- Maintenance of the database, inputting key correspondence with clients/candidates and entry of CV profiles
- Schedule and coordinate recruiting activities, events and interviews as requested
- Administrative support to the team of consultants and the management of the firm
- Potential for growth – once have better understanding, solely interviewing candidates for role

Skills:

- Dependable - be willing to take on extra responsibilities
- Ability to work under pressure, deal with high volumes of work and be a team player
- Strong communication skills and the ability to communicate with people at different levels and to influence decision-makers, verbally and in written form
- Fluency in English is essential - other language skills are a plus
- Sound knowledge of IT systems, possess strong literacy and numeric skills and be of graduate calibre
- Ability to work under pressure deal with high volumes of work and be a team player help one another out
- Have a strong working knowledge of recruitment principles and concepts and a sound understanding of the external frameworks, policies and procedures
- Dependable - be willing to take on extra responsibilities

What will you learn?

- Understanding of search and research skills and techniques
- Client and candidate management, interviewing techniques, database handling
- Process and Task Management
- Problem solving and teamwork
- Project Management and organization skills

We are always hiring young talents so feel free to apply with any start date. The duration of the internship is between 6 to 12 months. This internship is unpaid. We strongly advise candidates to apply for an EU Erasmus or Leonardo Scholarship. For further information about Legalis, our internship program and Budapest please check <http://legalisglobal.com/about-legalis>.

Please send your resume/CV, cover letter (in English) and availability date to: internship@legalisglobal.com