

## **Marketing 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 the finest legal talent. Our candidates have excellent academic credentials and experience at top tier law firms. At the same time, the Legalis recruitment process is not simply about matching qualifications to a client's needs. It is about finding people who love being challenged, who pursue knowledge, who can be counted on, and, most importantly, who find personal satisfaction in what they do.

### **Job Description:**

You will support the entire Legal Recruitment team including the Executive Director and the Managing Partner. You will implement marketing strategies and efforts, and also build relationships internally between the marketing department and other key departments.

### **Your responsibilities:**

You will monitor corporate communications and strategy for uniformity in message, including templates, tag lines, and logo usage. The internship will require you to contribute to the total effectiveness of the department, to communicate openly, solve problems proactively, offer creative ideas and work as a positive and engaged leader. You will be assisting the business unit to meet its objectives and to practice company policies, while performing related work as required. Moreover, you will prepare presentations and reports. Part of your responsibilities will also be working on social media advertising and managing the business research on different markets. In this internship, you will have the opportunity to work with two key business leaders and will be fully involved in their business activities, including work of highly confidential and sensitive nature.

### **Your skills:**

You have previous knowledge in the field of marketing (online marketing, writing adverts, creating content). You are fluent in English, both written and spoken. Additionally, you possess excellent written and verbal communication skills. You are good at organizing and planning. Your research, people, problem analysis and problem solving skills are of a high level and you are able to undertake the assistant role independently. Innovation, creativity and collaboration suit you well. You have a sound knowledge of IT systems including Word, Excel and PowerPoint. Furthermore, you possess strong literacy and numeric skills and you are of graduate caliber.

**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](mailto:internship@legalisglobal.com)**