

Resourcer – Legal Recruitment (Internship – Budapest Based)

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 or corporations. 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.

Role Description:

- The role is responsible for assisting in candidate recruitment and selection activity for legal recruitment covering various countries in Emerging Europe.
- In addition, the role will also focus on all the support activities associated with marketing and client development.
- The role holder will operate as part of a team and will work from Budapest supporting the Hungary consultant team and the associate director working in Budapest
- The role will support all processes involved in building candidate research lists, candidate generation, response management, candidate selection. Mainly you will be recruiting lawyers, but you may be recruiting support staff for law firms as well.
- The role holder will interact with candidates and clients for recruitment and selection as well as the ongoing support required throughout the recruitment process.
- The role is highly weighted towards candidates and driven by recruitment targets and meeting customer service level agreements.
- The role is full-time for the duration of at least 3 months.

Functional Knowledge:

- The role holder will have a strong working knowledge of recruitment principles and concepts and a sound understanding of the external frameworks, policies and procedures.
- The role holder will be trained to have a sound knowledge of the functional skills such as customer liaison, interview techniques, effective customer briefing, client relationship building and facilitation of meetings.

- The role holder should have a sound knowledge of IT systems, possess strong literacy and numeric skills and be of graduate caliber. The role holder should be able to demonstrate good telephone manner and research skills

Impact on Business Results:

Your work will impact the quality and efficiency of the services provided Legalis. You will primarily focus on the responsibilities described below, but you will occasionally be asked to assist on other tasks and projects as well.

Communication:

- The role requires strong communication skills and the ability to communicate with people at different levels and to influence decision-makers. The role holder will persuade and influence customers and will be required to build relationships with customers.
- The role holder will need to clearly communicate information both verbally and in written form.
- Fluency in English is required – Other language skills are a plus
- Hungarian not required!

Start date:

We are actively looking for interns starting throughout the year.

Please send your resume/CV, motivation letter and availability date (in English) in complete confidence to:

Laurens van Ochten

Laurens.vanochten@legalisglobal.com