

## Sales/Marketing Assistant

TopTierLawyers.com established in 2012 provides career opportunities, advice and news, and brings likeminded professionals from the Legal Sector together. It has extensive and unrivalled coverage as a service provider across EMEA, CIS and Latin America. With its mission to become 'top of mind' when thinking about 'legal recruitment,' TopTierLawyers.com utilizes its network, social media and the latest technologies and trends to achieve the highest level of client satisfaction - for its clients and career seekers alike. Our team is dynamic, entrepreneurial and internet savvy.

We are currently looking for a highly motivated individual to strengthen our team in Budapest. The role will involve assisting the candidate recruitment and selection process for various countries in Emerging Europe.

The role holder will operate as part of a team and will work from Budapest, supporting consultants working in Budapest and abroad. 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, the role holder will be trained on the job 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

- Providing helpdesk services to clients: communicating with clients and career seekers and consulting them over the phone and e-mail
- Posting and designing job-ads and arranging the job ad data according to the database structure
- Providing technical assistance and support in sales and marketing activities
- Provides support and helps administrate content of the website
- Monitoring corporate communications and strategy for uniformity in message, including templates, tag lines, and logo usage
- Working on social media advertising
- Being primary contact to client both private, in-house and recruitment agencies
- Contacting customers with planned regularity, quantity and quality
- Advising clients on the best recruitment advertising media solutions, recruitment methods and recruitment process control tools

- Customer feedback collection and reporting to management
- Registering customer contacts, results and customer feedback in our local database according to the agreed standards
- Participating on sales support campaigns and activities and cross-functional taskforces for business improvement

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 a highly confidential and sensitive nature.

## REQUIREMENTS

- Fluent level in English both written and spoken is required
- Excellent written and verbal communication skills
- Organization and planning
- Problem analysis and problem solving
- Innovation and creativity
- Collaboration
- Strong research, people, and problem solving skills, in order to be able to undertake this assistant role independently.
- Sound knowledge of IT systems including Word, Excel and PowerPoint
- Strong literacy and numeric skills and be of graduate caliber.

This internship is unpaid. We strongly advise candidates to apply for an EU Erasmus or Leonardo Scholarship.

Please send your resume/CV, motivation letter and availability date (in English) in complete confidence to: [khaled.elaish@legalisglobal.com](mailto:khaled.elaish@legalisglobal.com)