Marketing Assistant – (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. 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:
This role supports the entire Legal Recruitment team including the Executive Director and the Managing Partner. The Marketing Coordinator will implement marketing strategies and efforts, and also build relationships internally between the marketing department and other key departments.

Core responsibilities include:

- Monitoring corporate communications and strategy for uniformity in message, including templates, tag lines, and logo usage
- Contributing to the total effectiveness of the department, communicating openly, solving problems proactively, offering creative ideas and working as a positive and engaged leader
- Assisting the business unit to meet its objectives and to practice company policies
- Performing related work as required
- Preparing presentations and reports
- Working on social media advertising
- 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 a highly confidential and sensitive nature.

Candidate 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, creativity and 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.

We are currently looking for an intern starting as soon as possible. We also have exciting opportunities in the future so feel free to apply after this time period. The duration of an internship is 6 Months. However, we strongly prefer candidates that could stay with us for 6 months or longer.

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

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