

IT Technical Support

Company Information:

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. If you would like to experience being part of our team and you are an IT Wizz, then please read on

- **Are you a pro at help desk support and troubleshooting?**
- **Are you interested in systems administration?**
- **If so - we can use a rock star like you!**

We are currently looking for a highly motivated individual to strengthen our team in Budapest.

RESPONSIBILTIES

- Maintain system efficiency.
- Ensure design of system allows all components to work properly together.
- Troubleshoot problems reported by users.
- Make recommendations for future upgrades.
- Identify user needs.
- Support the implementation and ongoing management of client accounts through the efficient and careful use of the back office
- Support and help to manage media partner relationships from a technical aspect through the exchange and implementation of content in the form of RSS feeds, XML feeds
- From an administration perspective, help to keep the TTL website, updated and interested for users by regularly uploading and updating job advertisements and career related content on the site
- Support TTL's 'marketing' activities through Social Media awareness/campaigns, sending regular newsletters to users - candidates and clients, designing and implementing campaign material

EDUCATION AND EXPERIENCE:

- Confident with XML, HTML, basic coding
- Knowledge and experience in using PHP, Joomla - a distinct advantage
- English language skills essential
- Ability to work alone and as part of a growing team
- A passion for technology and technological development would ensure that the individual is successful in this role

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 3 - 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 ashlee.mcintosh@legalisglobal.com