

Sales/Marketing Assistant

TopTierLawyers.com is a jobboard for lawyers. Established in 2012, we are using online resources (social media, partnerships and our own reach) to advertise jobs in the field of legal, as well as giving career advice to lawyers and legal staff.

We are looking for a Sales/Marketing Assistant to join our team in Budapest. The role will involve design, sales, marketing and business development tasks, as part of a young, dynamic and multicultural team.

Tasks

- Post and design job-ads
- Admin tasks (posting content, managing social media platform)
- PR tasks – responsible for uniformity in message, including templates, tag lines, and logo usage
- Working on social media advertising
- Researching and reaching out to potential new clients in the market segment identified
- Contacting customers with planned regularity, quantity and quality
- Customer feedback collection and reporting to management
- Managing Database
- Involvement in marketing campaigns – concept, creation, delivery and follow up.

In this internship you will have the opportunity to work as part of a team – with two supervisors both involved in the day-to-day activities. We also provide a weekly training meeting, and a weekly “troubleshooting” meeting to make sure things are running smoothly.

Required skills

- Fluent level in English both written and spoken is required
- Excellent written and verbal communication skills. Be outgoing!
- Good organization and logic skills
- Innovation and creativity
- A team spirit
- An interest in IT to the extent of using campaign management, CRM and social media management software as well as curious about the behind-the-scenes operations of an online business.

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: ivan.jelocnik@legalisglobal.com