



Human Resources Internship – Legal Recruitment (Budapest)

The Budapest office of Hudson Legal, a leading provider of permanent recruitment, contract professionals and talent management solutions worldwide, is seeking an intern.

Responsibilities:

The intern will operate as part of an international team and will support consultants working in Budapest and abroad. He/she will be involved in all aspects of the recruitment process, including:

- Building and updating candidate research lists and databases
- Candidate generation and Headhunting
- Response management
- Candidate assessment and selection

Additionally he/she will assist the consultants in the areas of marketing and client development. Finally, the intern will be trained in functional skills such as customer liaison, interview techniques, effective customer briefing, client relationship building, and organization of meetings.

Requirements:

Eligible candidates should be in the final phase of their studies (preferably in Law, Economics, Business Administration or Psychology). They should be keen to learn more about Human Resources and Recruitment and enjoy working in an international environment. The working language in the office is English, and therefore fluency in English is a must. Hungarian language skills are not required, but familiarity with it or any other language would be an asset. The role requires strong communication skills and the ability to build relationships with clients and customers. Computer skills – especially MS Office and Internet-skills – are required, and experience with databases would be advantageous.

Start date: depending on availability

Duration: 3-6 months

It is advised that you apply for an EU Erasmus/Leonardo scholarship.

Sophie Favre-Monnet

Legal CEE

Emerging Europe

Legal Division

Hudson

74-76 Lajos Utca

H-1036 BUDAPEST

To apply for this role, please send your detailed CV and motivation letter to:

legal.alpha@hudson.com

Should you need any further information or assistance, please call:

Tel: +36 1 430 5415



INFORMATION ABOUT THE INTERNSHIP

I. Data about the hosting organization

Organisation

Name of the organisation	Legal Talent Kft (Franchisee of Hudson)
VAT	HU13016225
Registration number	01-09-714757
Commercial orientation	Profit-making organization
Juridical form	Private company (Ltd)
Geographic area	Central and Emerging Europe
Address 1	Lajos utca, 72-76
Postal code	1036
City	Budapest
Province	Budapest
Region EU	Central Europe
Country	Hungary
Phone	+36 1 430 5400
Fax	+36 1 430 5401
Web site	www.hudson.com
Size of the organisation (number of persons)	25
Activity sector of the organisation	Human resources - Legal Recruitment
Description	We help our clients achieve greater organizational performance by assessing, recruiting and developing the best and brightest people for their businesses.

Contact person into the organisation

Function	Surname	Name	email
Managing Director	Hayes	Ellen	Ellen.hayes@hudson.com

II. Internship data

General data

General description of the internship	The intern will have a strong working knowledge of principles and concepts in own function and a sound understanding of the external frameworks, policies and procedures that affect all technical areas of Legal Recruitment.
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Objectives of the internship

Knowledge, skills and abilities that the intern will acquire

The intern 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.



Detailed program

The intern will support all processes involved in building candidate research lists (e.g. database & online research techniques), candidate generation, response management (e.g. writing effective JD's) and candidate selection. The intern will interact with candidates (e.g. headhunting & interviewing) and clients for recruitment and selection as well as the ongoing support (e.g. reference checking) required throughout the recruitment process.

Tasks to realize

1. Research
2. Recruitment support
3. Selection of candidates