



Job Description
Client Solutions Coordinator Internship
Remote / Budapest based

Key Information

LEXITUP creates new connections across the legal market through its online marketplace. This position is with the Headquarters team in Budapest – a group of passionate people busily introducing fresh ideas to a tradition-bound profession. We're incredibly selective in our hiring and meticulously focused on creating a truly unique experience for our clients and legal experts. The company was founded in 2020 and as a start-up, we need enthusiastic and energetic Interns to work alongside the directors, who are busy expanding LEXITUP across Europe.

Join our international team, where you will be sourcing clients such as global law firms and corporations, and providing solutions to their legal staffing challenges.

As part of our Clients Solutions team, you will (among other tasks):

- Researching and identifying potential firms/companies that could be open to recruiting freelance lawyers;
- Competitor analysis updates;
- Reviewing all applications and creating key client and candidate profiles that will support further actions;
- Managing clients through the onboarding process;
- Ensuring that correspondence with candidates is timely;
- Helping manage the relationship between the client and target freelancers;
- Promoting open vacancies on social media;
- Researching and mapping out legal markets we cover or want to expand in.

The ideal candidate has:

- You'll need to have the ability to communicate news about the legal industry and the issues that surround it, and get the word out in order to attract the best clients;
- Strong desire to learn along with professional drive;
- You'll need to show strong administration skills as you'll be using Office365
- Experience with social media is a plus; Excellent English communication skills, an independent approach, reliability and flexibility;
- Excellent knowledge of MS 365 and collaboration software;
- The ability to work in the EU and hold an EU Residency permit;
- Availability for an entire year is ideal; and
- Takes responsibility and initiative.

Why to consider this role?

We offer Interns a unique opportunity to be crossed trained in our other positions. Being trained in multiple areas will give you invaluable experience and skills. It will ensure you maximize your learning process during your period with us.