



**Job Description**  
**Sourcing & Coordinating Assistant Internship**  
**Remote / Budapest based**

**Key Information**

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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 attracting and recruiting legal freelancers from around the world who wish to provide legal services to global law firms and corporations providing solutions to their legal staffing challenges.

The role focuses on sourcing freelancers, supporting their understanding of LEXITUP, assisting with their onboarding, and increasing the overall talent pool at LEXITUP across multiple countries.

**As part of our Sourcing team, you will (among other tasks):**

- Research and map out target groups where we wish to obtain freelancers (target groups could be by market/country, specific qualification, practice or sector area of law), and contribute to leading these expansion initiatives accordingly;
- Approach freelancers providing information about LEXITUP by using social media channels.
- Help freelancers understand the industry landscape when it comes to freelancing,
- Create candidate profiles when they need assistance registering
- Manage the LEXITUP portal database;

**The ideal candidate has:**

- A strong interest in human resourcing, as well as good coordination and task orientation;
- Good English communication skills, an independent approach, reliability and flexibility;
- The ability to work with Excel on a proficient level;
- The ability to work in the EU and hold an EU Residency permit;
- Availability for an entire semester is ideal; and
- Takes responsibility and initiative.

**Why to consider this role?**

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We offer Interns a unique opportunity to be cross 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.