

## **Technology & Operations Associate (TOA)**

**START DATE:** May/June 2014

**DURATION:** 6 – 12 months

**LOCATION:** Budapest, Hungary

**LINE MANAGER:** Ellen Hayes, Managing Partner

**COMPANY INFORMATION:** Legalis Global are the premier legal recruitment firm in Emerging Europe and Latin America. We have built a strong track record over the years for delivering high quality and high profile legal recruitment services to some of the world's leading law firms and in-house companies. Our main office is in Budapest, but we also have consultants on the ground in many of our active markets.

**JOB PURPOSE:** This role coordinates the technology and operational aspects within the business. The TOA is responsible for ensuring productivity, efficiency and profitability of departmental and organizational operations through the provision of effective methods and strategies. In particular, this role at Legalis Global has a strong focus on IT, Recruitment and Finance.

### **DUTIES AND RESPONSIBILITIES:**

- Coordination and Supervision - Coordinate, manage and monitor the workings of IT and Technology.
- Financial – Create bi-weekly pipelines. Present these to the Management team and utilize data to improve profitability.
- Best Practices – As directed by the management team, improve processes and policies in support of organizational goals. Formulate and implement organizational policies and procedures as needed. Monitor adherence to rules, regulations and procedures.
- Human Resources - Organize recruitment and placement of required staff. Assist to, establish organizational structures. Help prepare Consultant and Management Appraisal forms. As needed; delegate tasks and accountabilities, establish work schedules, supervise staff, monitor and evaluate performance.
- IT - Manage maintenance of equipment and services. Provide technical support where necessary. Manage IT/Telecommunication related third party relationship. Become SuperUser for Taleo, Microsoft Office 365 and other products as required.
- Communication - Facilitate coordination and communication between support functions. Chair a weekly intern meeting to ensure productivity and high morale.
- CI & Business Development – Assist in BD analysis, CI as required, blue printing clients by region and industry.
- Engage and drive remedial actions when necessary
- Work on special projects and tasks as assigned by the Managing Director
- Work effectively with key support functions (Finance, Marketing, Commercial Director)
- Help the consultants to draft job descriptions for active roles that the company is working on filling.

## **EDUCATION AND EXPERIENCE:**

- The formal education and experience for the Technology and Operations Associate job description varies according to the nature of the job responsibilities. However the following are commonly required in the role:
- Attending/graduated from university with a degree in Business Administration, Human Resources, Operations, Commerce, Management or Information Technology related subject (knowledge of law industry/legal studies not required).
- Fluency in English (both spoken and written) is critical.
- Substantial IT skills – knowledge of both hardware and software.
- Knowledge of human resource principles and practices.
- Knowledge of project management principles and practices.

## **KEY COMPETENCIES REQUIRED:**

- Critical thinking
- Problem solving
- Planning and organizing
- Decision-making
- Communication
- Persuasiveness
- Influencing and leading
- Delegation
- Team work
- Negotiation
- Conflict management
- Adaptability
- Stress tolerance
- Prioritization of tasks
- Responsibility
- Sensitivity

This internship is **unpaid**. We strongly advise candidates to apply for an EU Erasmus or Leonardo Scholarship. You will be given a company phone when you arrive, on this you will have free calls between colleagues. You will also get an allowance that can be used towards personal calls and texts.

This is a tremendous opportunity to be a part of a young, international and energetic workforce working in a dynamic and ever changing environment. In this role you will work alongside a number of experienced recruiters from all sorts of backgrounds, which enables huge scope for learning.

If you are interested in applying for this exciting internship opening, please send your resume/CV and motivation letter (in English) to [ashlee.mcintosh@legalisglobal.com](mailto:ashlee.mcintosh@legalisglobal.com) – making sure you include the job title in the subject line of your email. Applications without both of these documents will not be considered.

Initial telephone interviews for this role will take place in Spring 2014, and then further face to face interviews may take place at a later date.