

POSITION: Sales and Marketing Assistant

LOCATION: Budapest, Hungary

REPORTING TO: Managing Director

POSITION SUMMARY: The Sales and Marketing Assistant is responsible for administrating career seekers and customer databases, providing support to customers and jobseekers by email and over the phone; job-ads posting and designing, administrating content of TopTierLawyers website, providing technical assistance to sales and marketing department and are also responsible developing the TTL business in our chosen markets through active sales and marketing of all services. The position holder should advise on the best solution to clients with the short to long term aim of securing long term partnerships with such clients. The achievement of the sales plan will be key to the success of this role.

ESSENTIAL DUITES AND RESPONSIBILITIES:

- Providing helpdesk services to clients: communicating with clients and career seekers and consulting them over the phone and e-mail
- Administrating job-seekers CV database by controlling the completeness of data on CV-s
- Posting and designing job-ads and arranging the job ad data according to the database structure
- Administrating customer databases, customer user names and passwords; inserting clients' logos to the client section
- Providing technical assistance and support in sales and marketing activities
- Provides support and helps administrate content of TTL website
- Being primary contact to client both private, in-house and recruitment agencies
- Contacting customers with planned regularity, quantity and quality
- Advising clients on the best recruitment advertising media solutions, recruitment methods and recruitment process control tools
- Preparing and holding sales presentations and TTL functionality training at client site
- Customer feedback collection and reporting to management
- Registering customer contacts, results and customer feedback in our local database according to the agreed standards
- Participating on sales support campaigns and activities and cross-functional taskforces for business improvement
- Identifying and securing strategic partnerships which will help to establish and increase the TTL brand awareness (banner, content exchanges)
- Maximize the opportunities for creative marketing through the use of Social Media
- Source partners which will provide career seeker incentives (for example: competition prizes for registering their CV in our database)
- Meet business targets, from both a sales and marketing aspect, on a continuous basis

REQUIREMENTS

SKILLS

- Excellent computer skills (Internet, MS Office, PowerPoint), Html is an advantage
- Outstanding organisational skills
- Good team player skills
- Excellent sales and business development skills
- Excellent customer service attributes
- Ability to convince and motivate customers and “closing skills”
- Excellent communication skills, both written and verbal
- Good listening skills
- Good negotiation and networking abilities
- Ability to focus, prioritize and plan own work
- Keen interest in Social Media

EXPERIENCE

- Experience in website/database administration
- At least two years of sales experience, ideally within a recruitment / on-line environment
- Successful sales track record
- College/University degree desirable but not essential
- Previous sales and service experience from the B2B environment would be an advantage

ATTRIBUTES

- Detail oriented
- Entrepreneurial spirit
- Self motivated
- Flexible
- Creative
- Action oriented; pragmatic “getting things done” attitude
- Conscientious
- Able to simultaneously follow up multiple processes

LANGUAGES

- Excellent English both written and verbal
- Local market language skills an advantage (Albanian, Austrian, Bulgarian, Croatian, Czech, German, Greek, Hungarian, Kazakhstani, Polish, Romanian, Russian, Serbian, Slovakian, Slovenian, Turkish, Ukrainian)

This internship is **unpaid**. We strongly advise candidates to apply for an EU Erasmus or Leonardo Scholarship. Please send your resume/CV, motivation letter (in English) and availability date to ashlee.mcintosh@legalisglobal.com