Legalis

INTERNSHIP · INTERNATIONAL TEAM

Remote Internship: Legal Recruitment

DURATION	COMMITMENT	LOCATION	EXPERIENCE
3 to 6 months	Full-time	Fully remote or in-person in Prague	None required

Curious how top lawyers find their next move, and how firms find the right lawyer? Legalis is looking for a motivated Legal Recruitment Intern with excellent English to join our international recruitment team, working 100% remotely.

About Legalis

Legalis is a premier legal recruitment firm that delivers high-quality consultancy services worldwide. Our consultants use their networks, expertise and market knowledge to connect top legal talent with leading clients. Interns are a valued part of how we keep up with a fast-changing market, and they bring fresh perspective to the team.

About the role

You'll work closely with our senior consultants on live searches for law firms and in-house legal teams worldwide, and help candidates through each stage of the process. Within your first few weeks you'll take on real responsibility and work with growing independence. You'll also see up close how the international legal market works.

What you'll do

- Support senior consultants through the full recruitment cycle, from taking the brief to the offer stage
- Research law firms, practice areas and legal markets to find and map suitable candidates
- Source lawyers and legal professionals using LinkedIn, databases and other professional sourcing techniques
- Contact candidates, run first screening calls and assess how well they fit each role
- Prepare candidate profiles and shortlists for clients
- Coordinate interviews and keep candidates and consultants updated throughout the process
- Keep our candidate database and recruitment data accurate and up to date
- Help select, interview and hire future interns, and onboard and train new joiners

What you'll gain

- Hands-on experience in international legal recruitment, a niche sector where very few internships are available
- A solid understanding of how law firms and in-house legal teams are structured, and of what drives lawyers' career decisions
- Practical skills in sourcing, candidate screening, assessment and stakeholder management
- Experience working well in a remote, cross-border team, one of the most in-demand skills in today's job market
- Interviewing experience on both sides of the table
- Daily use of professional English in an international setting
- Full flexibility on location: work from home, your home country or anywhere in the EU

Who we're looking for

- A strong interest in the legal sector (a law background is ideal)
- Confident speaking with people, including senior professionals, by phone and video
- Enthusiastic, hardworking, curious and resourceful
- Experienced with AI or willing to invest the time to learn
- Organised and detail-oriented, able to manage several processes at the same time
- Self-motivated and comfortable working independently in a remote setting, while also enjoying teamwork
- Good communication skills and fluent English
- Eager to learn
- Eligible to work in the EU (EU citizenship or EU residence permit)
- A reliable internet connection and a laptop

Compensation

> This is an unpaid internship. We encourage candidates to check eligibility for an **Erasmus+ traineeship grant** or other funding through their university.

How to apply

Send your CV and a short motivation letter to **tunde.bitter@legalisglobal.com** and **kate.lee@legalisglobal.com**

We look forward to hearing from you.
More about us: **legalisglobal.com**