Accord Group East & Central Europe - founding member of AltoPartners - is an executive search firm, with offices in 7 countries. Accord Group ECE is specialized in senior executive searches, meaning Board and Director levels as well as providing solutions to difficult recruitment issues. Today we have offices in all the major cities of the region: Vienna, Bucharest, Bratislava, Budapest, Belgrade, Prague and Warsaw.

OUR Budapest Office is offering

**INTERNSHIP**

Opportunities:
Deeper understanding lifecycle of Executive search. Interns will gain exposure to the entire recruitment process of executive-level professionals across a wide range of disciplines. You will develop a thorough understanding of recruitment from an agency perspective (understanding compensation bandwidths, corporate title structures, internal and external career mobility options, and executive career progression). You will be required to understand industry trends, as well as functional differences between these institutions.

Accord Group Budapest is seeking intelligent undergraduate seniors with strong communication skills, enthusiasm, and drive, who are interested in gaining hands-on recruitment experience, while gaining real-life practical exposure of the world of executive search.

Responsibilities
- Assist the execution of projects steps and phases
- Execution of project related work – data analysis, diagnostics, and preparation of presentations
- Assist the daily operation of the office by helping the work of consultants and researchers
- Coordinate interviews between candidate, consultants and clients and assist with scheduling

Requirements
- Ongoing BSc/MSc studies
- Good synthesizing skills
- Strong understanding of social media
- Basic understanding of corporate structures
- Good written and verbal communication skills
- Attention to details
- Analytical skills
- Fluent English and Hungarian
- Advanced Microsoft Excel skills
- Full-time legal relation with a Hungarian university / college is a must

**APPLICATION PROCEDURES:** Interested candidates are encouraged to submit a CV or make further inquiries to: budapest@accord-ece.com The Accord Group thanks all who express interest in this opportunity; however only those who fulfill the necessary requirements will be contacted for an interview. We guarantee the privacy and confidentiality of all CVs submitted.