



## Job Description | Administrative Assistant

We are seeking a passionate Administrative Assistant to join our growing team.

### 1. ABOUT ELTEMATE

We are ELTEMATE – A Hogan Lovells Legal Tech Company. Our goal is to make clients' lives easier by delivering practical solutions to everyday problems. We combine a deep understanding of our clients' legal needs with the speed and innovation of a technology start-up. Our portfolio covers a large spectrum of legal tech solutions including artificial intelligence, eDiscovery, information analysis, regulatory updates, databases, deal rooms, workflow management, case management, document automation, risk assessment, reporting, and apps.

### 2. ROLE DESCRIPTION

We are seeking a high-impact Administrative Assistant to provide comprehensive support to our Chief Operating Officer - Americas. This is a fast-paced role that demands exceptional organizational skills, proactive communication, and the ability to seamlessly manage competing demands—all while maintaining accuracy, professionalism, and confidentiality. The successful candidate will be a trusted administrative partner who takes pride in building systems that help executives operate at their best and thrives while multitasking at the highest level within a collaborative team.

### 3. DUTIES AND RESPONSIBILITIES

- Manage multiple complex and ever-changing calendars, coordinating internal and external meetings with precision and foresight.
- Support multiple leaders simultaneously while maintaining clear priorities and alignment with the Lead Administrator.
- Coordinate domestic travel, including detailed itineraries, accommodations, and logistics.
- Submit accurate, timely expense reports in accordance with firm policies.
- Prepare meeting materials, agendas, briefing documents, and follow-up items.
- Draft, edit, and manage correspondence, reports, and presentations with exceptional attention to detail and confidentiality.
- Support special projects, track action items, and ensure initiatives are carried out to completion.
- Anticipate, prevent, identify, and resolve administrative issues before they escalate.
- Maintain and improve administrative best practices and standard operating procedures.
- Participate in the firm's Global Citizenship program and support departmental initiatives.
- All team members are expected to participate in our Global Citizenship program

4. REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE

- High School Diploma (bachelor's degree preferred is a plus)
- 5+ years job-related work experience
- Exceptional organizational and project management skills with a demonstrated ability to manage competing priorities and shifting deadlines.
- Exceptional interpersonal, written, and verbal communication skills.
- High level of discretion and experience handling sensitive and confidential information.
- Proactive, resourceful, and calm under pressure with a positive and energetic demeanor.
- Team-oriented mindset with a willingness to work independently with minimal supervision or step in to support the team as needed.
- Microsoft Office products including Teams, Access, Excel, PowerPoint and Word
- Strong working knowledge of office systems, equipment, and administrative software.

5. OTHER PREFERRED SKILLS

- Microsoft Office products including Teams, Access, Excel, PowerPoint and Word
- Strong working knowledge of office systems, equipment, and administrative software.

6. OTHER DETAILS

ELTEMATE supports a remote working model. However, the candidate must be based in the United States for this role. For candidates residing within a reasonable commuting distance to one of our office locations, a hybrid schedule of 1–2 days per week in-office is preferred.

7. DISCLAIMER

ELTEMATE is an equal employment opportunity employer and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, national origin, age, sex, disability, veteran status, marital status, sexual orientation, gender identity or any other characteristic protected by law.

If you are interested, please get in touch with us at [HR@eltemate.com](mailto:HR@eltemate.com). We look forward to meeting you.