



Job Description | Chief Operating Officer

We are seeking an experienced Chief Operating Officer 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.

With our headquarters in Amsterdam and offices in the US, Brazil, Germany, the UK, and Singapore, we are a truly global team of around 100 professionals. Our diverse and international workforce thrives on collaboration, creativity, and expertise.

2. ROLE DESCRIPTION

We are seeking an experienced, versatile and driven Chief Operating Officer (COO) to lead our operations in Singapore and across Asia-Pacific, and potentially the Middle East.

You will play a pivotal role in shaping and executing our strategic vision, ensuring seamless day-to-day operations, and fostering a culture of collaboration, efficiency, and innovation. Reporting directly to the Managing Director of our Singapore entity, the COO will oversee key operational functions, optimize processes, and lead cross-functional teams to deliver on ambitious growth targets. This is a hands-on leadership role that requires a strategic thinker with a proven track record in scaling operations, preferably within the tech or legal industries.

3. DUTIES AND RESPONSIBILITIES

- **Operational Leadership:** Oversee and streamline company operations, ensuring alignment with strategic goals and fostering a high-performance culture.
- **Strategic Execution:** Translate the company's vision into actionable plans, driving growth, scalability, and operational efficiency. Develop and implement measurable goals and regularly report on them to the board.

- Team Management: Lead, mentor, and empower department heads and cross-functional teams to achieve organizational objectives. Work closely with the HR team to achieve this.
- Process Optimization: Implement new processes and identify the need for process improvements to enhance productivity, reduce costs, and improve service delivery.
- Financial Oversight: Collaborate with the CFO to manage budgets, forecasts, and resource allocation to ensure sustainable growth.
- Risk Management: Develop and implement risk mitigation strategies to ensure compliance, security, and operational resilience.
- Stakeholder Engagement: Act as a key liaison between the leadership team, employees, and external stakeholders to drive alignment and transparency.
- Being multi-lingual would be an advantage.

4. REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE

- Proven experience as a COO or in a senior operational leadership role, ideally within a tech-driven or high-growth environment.
- Strong understanding of scaling operations in a medium-sized organization.
- Exceptional leadership, communication, and interpersonal skills.
- Demonstrated ability to manage complex projects and drive results under tight deadlines. Strong sense of ownership and drive to deliver.
- Experience in the Legal Tech or technology sector is a strong advantage.
- Analytical mindset with a focus on data-driven decision-making.
- Proven ability to prioritize effectively across competing requirements, meeting deadlines, balancing client needs, technical constraints, timelines, and resources.
- Passion for innovation and a commitment to fostering a collaborative and inclusive workplace culture and the ability to work closely with cross-functional teams.
- Hands-on and solution-oriented approach to problem solving.

5. OTHER DETAILS

- Full-time
- Startdate: Preferably immediately
- Location: Singapore
- Background screening is part of the hiring process
- Compensation depending on qualifications and experience

6. 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.

This is a unique opportunity to join a young, ambitious company at the forefront of Legal Tech innovation. If you are a strategic leader with a hands-on approach and a passion for driving

operational excellence and if you are interested, please get in touch with us at HR@eltemate.com or to khushaal.ved@hoganlovells.com

We look forward to hearing from you.