



Job Description | *Senior Secretary*

We are seeking a passionate Senior Secretary 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 branches in Germany, the UK, Singapore, Brazil and the US, we are a truly global team of around 100 professionals. Our diverse and international workforce thrives on collaboration, creativity, and expertise.

If you're ready to make an impact in legal tech and work in an inspiring global setting, we'd like to hear from you.

2. ROLE DESCRIPTION

As a Senior Secretary, you play a crucial and central role in supporting our Board and managers of different departments. You act as an interface between management and the team to achieve operational excellence and strategic goals. With your passion for organizing and thinking ahead and your instinct for innovative solutions, you will actively contribute to the design and implementation of our goals.

3. DUTIES AND RESPONSIBILITIES

- Managing calendars, scheduling appointments, screening calls and emails and taking appropriate action, organising meetings and events.
- Preparing and reviewing general office correspondence, independently maintaining documents and their content.
- Assist in the development and implementation of plans, strategies, projects and activities.
- Preparation of travel support with archiving and the preparation and creation of presentations and other documents.
- Managing incoming emails and ensuring that all deadlines are met.
- Organising and coordinating board meetings, including scheduling, preparing the agenda,

- keeping minutes and distributing meeting documents.
- Assist in the development and implementation of company policies and procedures.
- Update and maintain document repository and file documents accordingly.
- Working closely with the Board of Eltemate.
- You will report to the COO EMEA and APAC.

4. REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE

- Proven work experience as a Secretary or Administrative Assistant. (Minimum three years of relevant working experiences as a Senior Secretary).
- Excellent verbal and written communication skills, with an excellent eye for detail.
- Ability to draft and review a variety of legal and administrative documents.
- Experience with legal entity governance, corporate transactional and regulatory structure reporting.
- Interpersonal skills and the ability to work with people at all levels.
- Strong administrative skills and an aptitude for using IT software.
- Strong project management and planning skills.
- Excellent organization and time management, the ability to multi-task and the ability to take initiative.
- Meticulous attention to detail and the ability to perform well in high pressure and fast paced environments.
- Ability to manage conflicting deadlines and operate in a fast-paced environment.
- Fluent English-speaking skills.
- Discretion and professionalism when handling confidential information.
- Proficient in Microsoft Office and desire to learn new software.
- Good knowledge in Outlook and PowerPoint.

5. OTHER PREFERRED SKILLS

- Experience working in a legal and technology-related field.
- Bachelor's (and/or additional non-mandatory Master's) degree in accountancy, finance, business, management, or law would be preferred.
- A passion for helping internal teams deliver outstanding service.
- Readiness to learn and adapt to new technologies and tools.

6. OTHER DETAILS

- Full-time or part-time (minimum 32 hours) employee.
- Located preferably in Amsterdam (The Netherlands) but other locations are possible (EU) and we can accommodate agile work environments.
- Compensation between 55K – 70K incl. holiday allowance depending on qualifications and experience.

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 by sending your resume and motivation at hr@eltemate.com. We look forward to meeting you. Please note: We manage our recruitment in-house and do not work with agencies.