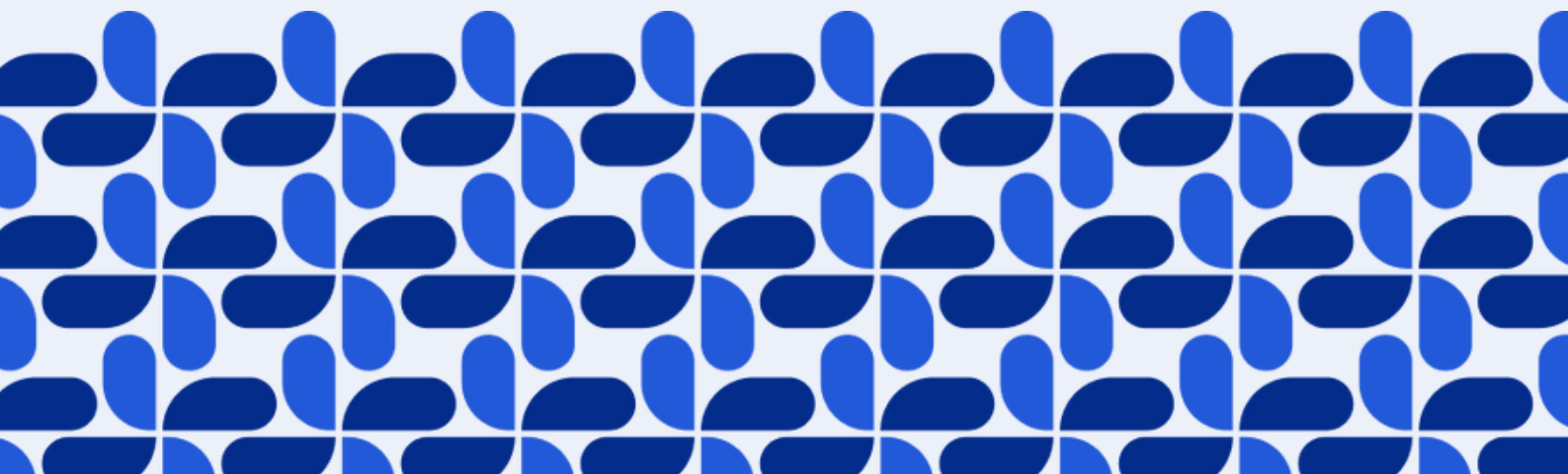


Open position

Corporate Paralegal

February 2024



About Corporify

LegalTech is booming! Are you ready to make a direct impact in this rapidly growing market?

Corporify is a Ghent based fast-growing LegalTech scale-up. We are a team of 10 experienced lawyers, business professionals and software engineers working together on a mission to simplify legal entity management and corporate housekeeping.

Corporify offers a SaaS platform serving high profile customers: group legal counsels, CFOs, Private Equity/Venture Capital professionals and business law firms both in Belgium and abroad. Corporify recently closed an investment round and is expanding its team to accelerate further growth (www.corporify.com).

Key responsibilities

Help us achieve our ambition by taking on the following responsibilities:

- 01** Take the lead in mapping and migrating our customers' legal entity data (shareholders, directors, documents) and transaction details (M&A, investment rounds, etc.) into our Corporify tool.







- 02** Be the nr. 1 contact person and help our product users (paralegals, legal counsels, general counsels, CFOs) using Corporify for solving:
 - Their legal challenges, for example the annual meeting process and M&A transactions;

 - Ad hoc corporate changes (appointments of directors, company changes, share transfers, etc.);

 - Reporting duties and corporate compliance.

- 03** Become an expert in helping our customers with their legal digital transformation journey, for example go from paper books and excel sheets to a modern user friendly LegalTech tool.
- 04** Have a direct impact on our customers' lives by helping them to reap maximum benefits of our solution via our helpdesk and via our legal knowledge base.
- 05** Forward our customers' voice in the business, directly impacting product development decisions. Work closely together with the customer success team, product team and management to help shaping the future of our Corporify product.

Skills and qualifications we are looking for

-  A bachelor 'rechtspraak' or bachelor/master degree in law
-  Team player, pro-active and hands-on attitude
-  Good communication skills (both written and verbal), minimum in Dutch and English
-  Being able to make a customer smile, even from behind a phone or computer
-  Learning new technologies and better ways of working is your passion
-  You fully support our Company Values, '**GO+**'

Genuine interest in legal and technology

Open communication

+ Positive mindset

GO+ Go the extra mile to make a positive impact on the lives of customers and colleagues

Our offer

- ✦ Full-time employment at a competitive salary
- ✦ Extra benefits: training budget, company car, health insurance, laptop, smartphone, ...
- ✦ Flexible working hours + hybrid working (Ghent office + remote)
- ✦ Entrepreneurial environment with increasing high profile international customers
- ✦ Tackling challenges in the field of Business, Corporate Law, and Tech.
- ✦ A lot of attention for personal development (soft skills, new technology, conferences, ...)
- ✦ An experienced team that is eager to learn from you



What's next?

Do you want to apply or do you have any questions about this job offer? Mail to jobs@corporify.com and we'll get back to you within 1 week.

Here is how our application process works:

- 01** Get to know each other via our People Manager
- 02** Introduction to Team Lead, this can include a case study or exercise
- 03** Introduction to our CEO/Management
- 04** Proposal and get started

Your application will be handled with strict confidentiality.