

## **Looking for COO and Co-founder for innovative legal tech startup**

Do YOU want to be part of a startup which addresses the desire for digitized legal solutions? We are a legal tech startup that will change the way contracts and other legal documents are analyzed in the German speaking region. If you find that thought as exciting as Machine Learning, Natural Language Processing, and Artificial Intelligence, we may be looking precisely for you. If you are familiar with the legal services market, even better!

The worldwide legal market is looking to reduce costs, increase transparency and make attorneys' time more efficient. Technology is currently the most promising answer. Adoption of modern tools has been slow in the Swiss, German, and Austrian markets, but that is rapidly changing. We are a part of the transformational process.

In order to define the cornerstones of our business and subsequently drive extensive and sustainable growth, we are looking for a COO. We expect to grow quickly. So, despite our current small size, we are looking for leadership experience. If you also have excellent people skills, business acumen and exemplary work ethics, we'd REALLY like to meet you!

### **Responsibilities:**

- Co-develop the product with the team
- Design and implement business strategies, plans and procedures
- Set comprehensive goals for performance and growth
- Oversee daily operations of the company
- Evaluate performance by analyzing and interpreting data and metrics
- Participate in various business activities (investments, corporate alliances etc.)

### **Requirements:**

- An entrepreneurial mindset
- BSc/BA in Business Administration or relevant field; MSc/MBA is a plus
- Demonstrable competency in strategic planning and business development
- Working knowledge of data analysis and performance/operation metrics
- Working knowledge of IT/Business infrastructure
- Understanding of business functions such as HR, Finance, Marketing etc.
- Knowledge of German at professional level
- Aptitude in decision-making and problem-solving
- Preferable experience as a COO or in a comparable role
- Experience in fundraising will be a plus
- Moreover, you are open for development, are honest, have a genuine interest in people, work smart, have passion for innovation, show your commitment and want to enjoy work and have fun while giving your best!

### **What you can expect:**

- A full time position in a startup
- A small, highly motivated team committed to building a successful company
- Shares in the company
- A salary – possibly from the start, definitely once we have funding

Let us know why you would like to disrupt the legal market with us! Please send your application (including CV, letter of motivation, etc.) to [david@mindspace.io](mailto:david@mindspace.io). If you have any queries, please don't hesitate to contact us.

We can't wait to hear from you!

David, Michael, Don, Marc and Stefan

### **About the legal technology startup**

We are developing a single platform with multiple use cases. It is perfectly suited for in-house legal departments, compliance professionals and law firms. The A.I. technology reads legal documents, extracts the relevant content and identifies rare and missing clauses. Based on Natural Language Processing and Machine Learning, it allows you to understand, sign and manage all your documents. The platform is an easy to use, intuitive and affordable single touch point document and contract assembly tool.