



Job Description | Data Management Analyst

We are seeking a passionate Data Management Analyst 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

As a Data Management Analyst you will be responsible for supporting users and building tools on our extranet platforms (HighQ Collaborate, proprietary Smart Database), analysing and reporting on different data sets and helping to solve client problems using a variety of software tools.

3. DUTIES AND RESPONSIBILITIES

- Support legal teams and clients by responding to queries and questions whilst meeting business service level agreements.
- Presenting and promoting the technical offering of the Data Management Team to legal case teams and clients.
- Producing and updating training and marketing documentation.
- Helping to project manage the development of tools, leveraging the technologies we have available and working with teams to advise on best practices.
- Helping in the testing, feedback and support of our new Smart Database platform.
- Ensuring the adoption and sustainability of Data Management solutions and ensuring adherence to related policy, guidance and processes.
- Building networks with client teams and develop custom solutions to specific business needs using a variety of tools.

4. REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE

- Experience administering systems.
- Interest in learning about technology and developing technical skills.
- Experience converting business requirements into technical solutions.
- Ability to perform well in high pressure environments.
- Ability to manage conflicting deadlines and operate in a fast-paced environment.

- Proactive, independent, and detail-oriented working methods.
- Fluent English.

5. OTHER PREFERRED SKILLS

- HighQ Collaborate platform.
- Relational database design.
- Power BI.
- Microsoft Excel.
- Basic HTML.

6. OTHER DETAILS

- Reports to Head of Data Management.
- Flexible, hybrid working.
- Competitive salary depending on qualifications and experience.
- Full-time employee.
- Located preferably in São Paulo, Brazil (other locations including Amsterdam, London, Berlin, Munich and Hamburg are potentially possible).

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. We look forward to meeting you.