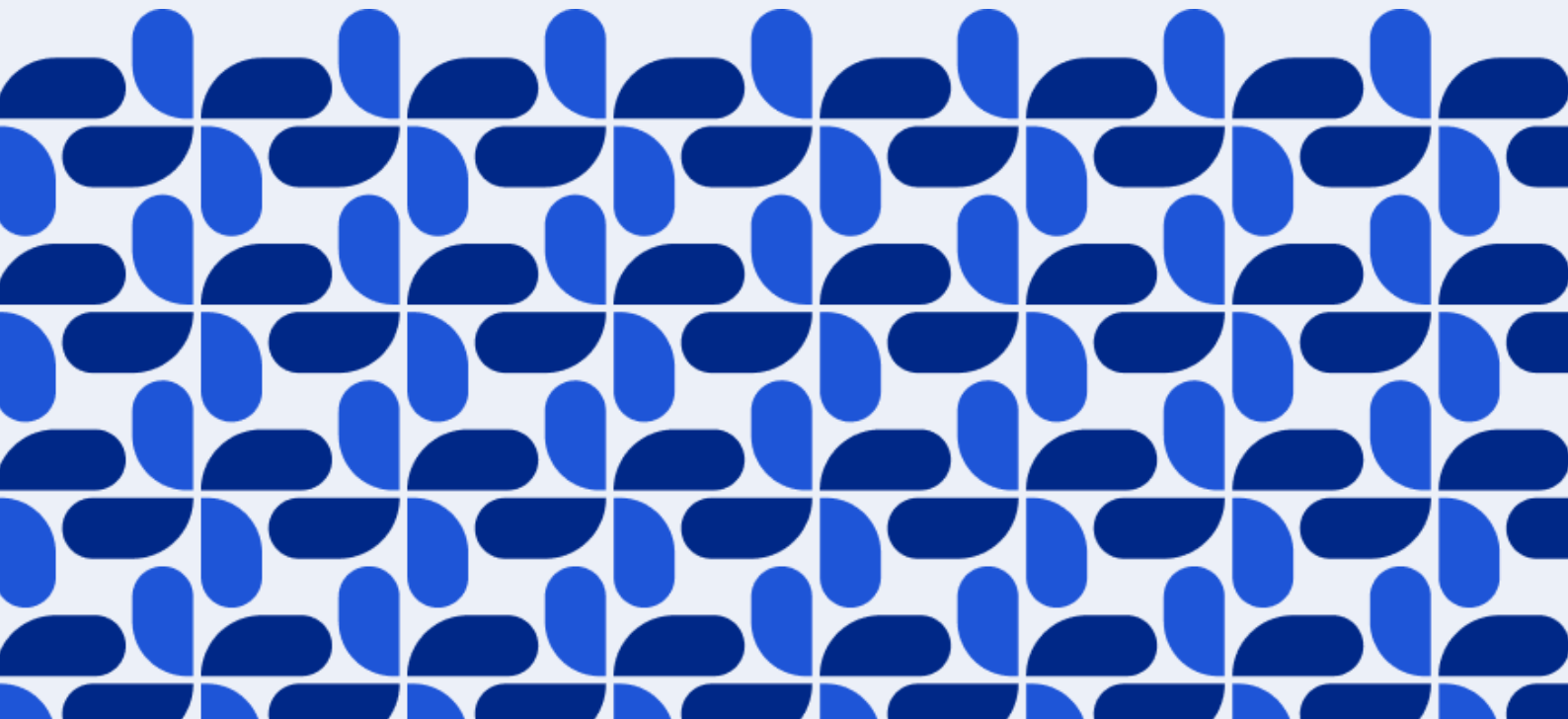


OPEN POSITION

Office Manager



Are you the person who makes everything run smoothly – before anyone even notices it needed to?

Corporify is a fast-growing LegalTech company helping legal teams ditch the spreadsheets and work smarter. Our team is small, ambitious and moving fast. To keep up with our growth, we're looking for an Office Manager who thrives on structure, loves getting things done and knows how to keep the engine running behind the scenes.

This is not a role for someone who waits to be told what to do. It's for someone who spots what needs to happen and makes it happen.

What will you be doing?

01 Supporting leadership

You work closely with the CEO and leadership team. You manage agendas, prepare meetings, handle follow-ups and make sure the right people have the right information at the right time. You're the oil in the machine.

02 Planning & agenda management

You own the calendars. You coordinate internal and external meetings, manage priorities when things collide and ensure leadership can focus on what matters most.

03 Financial administration

You handle the day-to-day financial admin: processing invoices, tracking expenses, following up on payments and keeping everything organised and accurate. No finance degree needed, just precision and ownership.

04 Events & team activities

From monthly team lunches to offsites and team buildings; you take care of the logistics from A to Z. You make sure every event runs smoothly and feels well-organised without anyone noticing the effort behind it.

05 General office & team admin

You're the go-to person for operational questions, supplier contacts, practical team needs and anything that keeps the office and team running well.

What we're looking for

-  2 to 5 years of experience in a similar role (management assistant, office manager, executive assistant or equivalent)
-  Fluent in Dutch and English – written and spoken
-  Exceptionally organised: you don't drop balls, you juggle them
-  Strong communicator – you know how to talk to a CEO, a supplier and a new team member in the same morning
-  Stress-resistant and adaptable: in a scale-up, priorities shift. You stay calm and find a way
-  Proactive mindset – you anticipate, you prepare, you act
-  Comfortable with digital tools and eager to work in a tech-forward environment
-  A team player who genuinely cares about the people around them

Why join Corporify?

-  Be part of a fast-growing LegalTech company reshaping how legal teams operate globally
-  Work directly with leadership and have real impact from day one
-  Small, accessible team where your voice is heard and your ideas matter
-  Regular team lunches, activities and events – that you'll help organise (and enjoy)
-  €2,500 learning budget per year
-  Hybrid working from our office in Ghent
-  A role that grows with you as we scale



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.