



LEGAL ADMIN STUDENT

Why Paynovate?

Paynovate is where dreams are shaped. Where bold initiatives are taken. Where your leadership, ownership and ability to follow-through are valued. As a growing e-money institution, we are bringing payment solutions to the next level – and you could be a part of that.

What we offer:

- An amazing job in a **stimulating, profitable and fast-growing sector**. Payment solutions is a complex and constantly evolving field, where innovation is key.
- **A role where your impact will be tangible**. We are a company of owners and believe in empowering people to their full potential.
- A **team of talented, motivated and thoughtful individuals**, coming together as one to fulfil a common goal – delivering smart, simple and innovative solutions to our clients.
- A dynamic environment full of growth and development opportunities, where **your career could take its next major turn**. People are our greatest strength, and as an employer, we choose to deliver to you as much you deliver to us.

Your mission:

- Administrative work supporting our Tech team in a regulated entity
- Update inventories and reviews and manage them in relevant registries
- Update SLA and contact info as well as escalation process associated to suppliers
- Reach out to suppliers to amend contracts needs in DORA (Digital Operational Resilience Act) context, and follow up

Is this you?

At Paynovate, we strive to put the right people at the right place. We want our employees to embody our values and ambitions, to help us deliver to our clients and contribute to Paynovate's place in the market as a trusted partner of choice.

- You are a student in law looking to learn more in a professional environment 1 day/week
- You are structured, determined and can finalize an end-to-end project
- You're familiar with Google Workspace (Gmail, Docs, Sheets) and Atlassian Confluence
- English is like a second language to you. You are at ease using either French or Dutch to communicate within the team.
- You are at ease working in an international environment and love interacting with other cultures.
- Compliance is your watchword. You find the idea of working for a regulated environment rewarding and enticing.

If this is you, then apply now and join us on our thrilling adventure!

You can send your resume to steven.lam@paynovate.com