



Part-time Contracts Associate

Plentina is looking for promising applicants that are interested to join a fintech startup focused on financial inclusion.

The Company

Plentina is an early-stage fintech startup on a mission to serve the world's emerging middle class with access to affordable credit. There are 4B underbanked people in the world, most of whom are in emerging markets that lack a viable credit infrastructure. We're building new approaches to unlocking creditworthiness at scale for the world's unbanked. Plentina was founded by two Stanford graduates that are alums of tech and finance giants including Google, NASA, Bridgewater Associates, and Charles Schwab.

The team is a group of passionate individuals striving to unlock the Filipinos potential by providing access to finance through a collection of diverse skill sets working together to provide customers value.

The Role

Plentina is looking for a Contracts Associate that can help the company with contract administration, contract review, and drafting of agreement templates. We're looking for candidates who are comfortable with a high level of responsibility, taking ownership by designing and building independently, and dealing with problems as they arise.

Successful candidates will work in a fast-paced environment with regular collaboration with our business, operations, and legal teams. We will support training as necessary to keep up with regulatory changes.

The Contracts Associate will report directly to the Chief Business Officer.

What is expected in the role:

- Excellent communication & organizational skills and close attention to detail
- Proficiency in legal and regulatory policies
- Ability to analyze impact of policies on a business
- Passionate about our mission to provide financial inclusion for the Philippines' emerging middle class
- Strong sense of ownership of their work and its impact to our customers' experiences and livelihoods
- Comfortable being part of a high risk / high reward startup environment as a member of our founding team
- Creating and reviewing regulatory contracts/agreement documentation

- Assisting with the review of policies, procedures, communications materials to ensure departments meet compliance requirements
- Assessing potential fraud activity

Minimum experience:

- Bachelor's Degree in Accounting, Legal Management, or Business Administration
- Familiarity with data privacy compliance requirements and regulations set by the SEC & BSP
- Currently enrolled in law school

Experience that would be a plus:

- Graduate of Juris Doctor degree
- Passing of the Integrated Bar of the Philippines
- Experience in corporate and/or fintech industry
- Experience in working with remote teams including US based leadership

Benefits when working with Plentina

- Attractive and Competitive Compensation & Benefits Package
- Full remote work setup
- Flexible Time
- Progressive and Inclusive Culture

Expected start date: ASAP

Application Requirements

- CV
- Portfolio
- Cover Letter

To apply, send your application requirements to careers@plentina.com or go to tinyurl.com/ApplyAtPlentina