

Bitcoin Suisse is the Swiss crypto-native pioneer and trusted gateway to crypto asset investing. As the leading crypto financial service provider in Switzerland, we operate across the most relevant crypto exchanges and provide brokerage, custody, staking and other crypto-related services at the forefront of technical innovation. We are as dedicated to our clients as we are passionate about cryptocurrencies and the underlying blockchain technology. We make things happen and have helped to shape the crypto and blockchain ecosystem in Switzerland as a driving force in the development of the 'Crypto Valley'. Bitcoin Suisse is headquartered in Zug with offices in Copenhagen, Vaduz and Bratislava and targets (ultra-) high-net-worth private individuals and institutional clients.

## Legal Counsel for Corporate Secretary & Corporate Law

### You will have the following responsibilities

- A key role in ensuring compliance with legal and regulatory requirements as a crypto-financial services provider
- Acting as the corporate secretary of the board of directors of the Bitcoin Suisse Group
- Primary responsible person for all corporate law matters within the organization
- Providing legal advice on corporate governance, group structuring, and tax matters
- Drafting, reviewing, and negotiating contracts with clients, partners, and service providers
- Supporting strategic initiatives and the development of the Bitcoin Suisse Group
- The opportunity to work on cutting-edge legal topics in a fast-paced and innovative environment
- Being at the forefront of the evolving crypto-financial services industry

### What you bring along

- A Master's degree in law from a Swiss university, ideally with additional qualifications in corporate law, corporate housekeeping, corporate governance, and/or taxation
- At least 5 years of experience as a legal counsel in the financial services industry, ideally within a FINMA-supervised entity, a law firm, or digital assets company
- Strong knowledge of Swiss corporate law, corporate governance, and related legal areas
- Experience acting as corporate secretary to the board of directors, including organizing board meetings, preparing agendas and minutes, and ensuring compliance with governance standards
- Proven experience in corporate housekeeping, including maintaining statutory records, preparing corporate documentation, and managing group entity governance
- Highest standards of integrity and reliability, with the ability to handle sensitive information with professionalism
- Precise, diligent, and proactive working style combined with a solution-oriented thinking
- Passion for the challenges and opportunities in the digital asset space
- Comfortable working independently and under pressure in a dynamic environment
- Fluent in German and English; additional languages are a plus

### What we offer

- **Expertise:** Work with crypto native experts
- **Culture:** Positive and supportive team culture that relies on common goals, ambitions and values

- **Activities:** Regular team events and activities
- **Ownership:** High level of autonomy and responsibility
- **Crypto Salary:** Option to get a part of your salary in Bitcoin and/or Ether
- **Fitness:** Sport over lunch activities
- **Location:** Office location in crypto valley right next to the train station of Zug
- **Workation:** Enjoy the flexibility of working across designated EU countries, with up to 10 days a year to combine work and travel

**Please note that for this position, only direct applications with a valid working permit for Switzerland will be considered.**

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