

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.

## Account Manager / KYC Specialist

### About the Role:

We are seeking a detail-oriented and proactive **Account Manager / KYC Specialist** to join our client management team. In this role, you will be responsible for overseeing client relationships while ensuring that all **Know Your Customer (KYC)** files meet strict regulatory requirements. You will play a key role in maintaining regulatory compliance and monitoring client documentation.

### You will have the following responsibilities:

- Collect, review, and verify client documentation in line with AML and local regulatory requirements
- Perform risk assessments and due diligence checks on existing clients.
- Ensure that client files remain up to date and complete through periodic reviews and ongoing monitoring
- Escalate suspicious activity or incomplete documentation to the responsible Relationship Manager
- Maintain accurate records and audit trails in compliance with data protection regulations

### What you bring along:

- Proven experience in **KYC/AML, compliance, or account management** within financial services, fintech, or crypto brokerage
- Knowledge of **regulatory frameworks** (AML, FATF guidelines, etc.)
- Excellent attention to detail and ability to identify gaps in documentation or processes.
- Strong communication and interpersonal skills for managing client relationships
- Ability to work in a fast-paced, high-growth environment while maintaining accuracy and compliance standards
- Fluency in English (spoken and written) is required; additional languages (e.g. German or Arabic) 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
- **Location:** Bratislava with home office possibility
- **Workation:** Enjoy the flexibility of working across designated EU countries, with up to 10 days a year to combine work and travel

Apply now