

Bitcoin Suisse is the Swiss crypto-native pioneer and trusted gateway to crypto asset investing. As the leading crypto 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.

## HR Recruiting Specialist & Projects

As HR Recruiting Specialist & Projects at Bitcoin Suisse, you will actively shape how we attract, support and develop talent across our international locations. The role combines international hiring and active sourcing with operational HR responsibilities and strategic HR initiatives, in close collaboration with the Head HR.

### Your responsibilities

- Manage global recruitment for specialist roles in Switzerland, Europe, Abu Dhabi, and Bermuda
- Define and apply appropriate sourcing strategies based on role, market and seniority, selecting the right channels
- Act as a point of contact for HR systems and tools
- Contribute to HR initiatives such as performance reviews, employee surveys, OKRs, HR data analytics, employer branding, and other strategic HR projects
- Be involved in digitalising and improving HR processes
- Support the HR Payroll tasks including onboarding, documentation, background checks, etc.

### What you bring along

- 3–5 years of professional experience in Human Resources
- Degree in Business Administration, Psychology or a comparable field, or a Swiss HR-Fachausweis
- Strong interest in the financial/ crypto industry
- Proven hands-on experience with active sourcing and international recruitment
- A structured, pragmatic, hands-on, working style, and strong communications skills
- Interest in HR projects and continuous process improvement
- Comfortable working in an international, and fast-changing environment
- Fluency in German and English is a must

### 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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