

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.

(Senior) Regulatory Compliance Officer

Do you have a strong drive for excellence and passion for coordination, organization, and process management? We are looking for a dedicated and detail-oriented Regulatory Compliance Officer to join our Compliance team. In this role, you will play a central role in the day-to-day operations of our compliance function—ensuring organizational excellence as well as diligent monitoring of regulatory developments and reporting requirements, structured policy management, efficient training coordination, and proactive project support in a dynamic and fast-evolving regulatory landscape.

Your contributions will center on administrative and coordination responsibilities—such as managing compliance KPIs, supporting the policy lifecycle, tracking regulatory developments and assisting in the execution of compliance initiatives. In addition, you will ensure that the team stays exceptionally organized by managing the archiving and filing of compliance documentation in a clear, structured, and audit-ready way. This role offers a unique opportunity to engage in an innovative industry, while developing a strong foundation in compliance operations and regulatory support.

What will you be working with?

- Monitor and track regulatory developments and oversee regulatory reporting requirements across the group.
- Manage the global policy register and ensure documents are updated, archived and version-controlled.
- Provide administrative and coordination support for compliance and regulatory projects.
- Maintain and track Key Performance Indicators (KPIs) for the Compliance Department.
- Schedule and track completion of mandatory compliance training sessions for staff.
- Assist in the preparation and documentation of compliance-related risk assessments.
- Draft and update process maps and workflows for compliance processes.
- Support in the oversight of external compliance vendors and service providers.
- Manage RegTech-related tasks, including reporting system bugs, tracking resolutions, and coordinating improvements with internal tech teams or vendors.

What you bring along:

- Bachelor's or Master's degree in Law, Finance, Business Administration, Economics, or a related field.
- Minimum of 3–5 years of experience in a compliance, regulatory or legal support role—preferably within banking, financial services or audit/consulting.
- Proven experience in administrative coordination, documentation management, and compliance operations.
- Project management experience or familiarity with coordinating cross-functional initiatives.
- Experience working with or knowledge of European financial regulations (e.g. MiCAR, AMLD, GDPR, etc.) is highly preferred.
- An interest in blockchain, cryptocurrencies and the FinTech/RegTech landscape is a plus.

- Fluency in English (written and spoken) is required.
- Excellent organizational and communication skills to navigate complex situations effectively is a must

If you thrive in a dynamic environment, have a keen eye for detail and are driven to stay ahead in the world of Compliance, we look forward to hearing from you.

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
- **Workation:** Enjoy the flexibility of working across designated EU countries, with up to 10 days a year to combine work and travel
- **Sport:** Multisport card
- **Home Office**

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