

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.

IT Business Analyst

Role Overview

We are looking for a hands-on IT Business Analyst to work across multiple projects, translating business requirements into clear product specifications for technical teams. You will sit at the intersection of business and IT — gathering needs, structuring them, and ensuring development teams have what they need to deliver.

As part of the role, you will work with our state-of-the-art internal AI platform — a great opportunity to learn about applied AI in a FinTech environment and actively contribute to shaping its development.

You will have the following responsibilities

Requirements Engineering

- Gather, analyze, and document business requirements across projects
- Translate them into functional and technical specifications for development teams
- Manage and prioritize product backlogs in collaboration with project stakeholders
- Ensure requirements are clear, testable, and well-understood before development starts

Stakeholder Coordination

- Act as the primary link between business stakeholders and technical teams
- Facilitate workshops, alignment sessions, and regular check-ins
- Manage expectations and keep stakeholders informed on progress and trade-offs

Delivery Support

- Track project progress, flag risks and dependencies early
- Support planning and prioritization across concurrent initiatives
- Ensure proper documentation and knowledge sharing throughout the project lifecycle

Platform & Process Support

- Support the operation and continuous improvement of internal platforms and tools
- Monitor adoption, gather user feedback, and feed improvements back into the backlog
- Contribute to governance, documentation standards, and reporting

What you bring along?

- 3+ years of experience as an IT Business Analyst or similar hands-on role
- Strong track record of translating business needs into structured specifications
- Experience working directly with development teams in Agile environments (Scrum/Kanban)
- Comfortable with tools like JIRA, Confluence, or equivalent
- Excellent communication skills — able to navigate between business and technical audiences
- Structured, detail-oriented, and proactive
- Experience in FinTech, financial services, or trading environments preferred
- Exposure to digital platforms, data products, or AI-related initiatives is a plus
- Bachelor's or Master's degree in IT, Business, or a related field

If you enjoy rolling up your sleeves, turning complex business needs into workable solutions, and being close to where technology meets the business — we'd like to hear 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 20 days a year to combine work and travel
- **Sport:** Multisport card
- **Home Office**

Apply now