

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.

Junior Relationship Manager

Are you eager to kick-start your professional career within a dynamic and fast-paced environment? Do you have a genuine curiosity to learn and a keen interest in the world of cryptocurrency? If so, we have an exciting opportunity waiting for you!

We are currently searching for a Junior Relationship Manager to join our Client Management department team. This role offers a unique chance to contribute to the building and nurturing of strong relationships with our international clientele. As part of our highly motivated team, you will be instrumental in ensuring our customers receive exceptional service and support.

You will have the following responsibilities

- Supporting Relationship Managers throughout the entire client lifecycle
- Starting to build and manage your own client book
- Providing prompt and professional responses to brokerage client inquiries, incl. facilitating, registering and booking brokerage trades efficiently
- Providing valuable support in various administrative tasks to ensure smooth operations and efficient handling of client-related processes
- Handling direct communication with clients in guiding through our entire service offering
- Ensuring quality alignment of client documentation with internal standards and policies
- Contributing to the success of various projects within Client Management

What you bring along

- Commercial apprenticeship and/or a college/university degree in Banking, Finance, Business Administration
- Previous work experience in the Swiss financial industry, preferably banking
- Basic understanding of crypto assets is considered as a plus
- You combine your experience in the financial sector with a flair for compliance and regulatory tasks
- Dedicated and responsible personality with strong team-player attitude and sound communication skills
- An open and curious mindset with the ability to work independently and remain calm in hectic situations while embracing various tasks
- Excellent verbal and written language skills in German and English, other languages are an advantage

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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