

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.

Relationship Manager Private Clients

You will have the following responsibilities

- Build and maintain strong relationships with existing and prospective clients across institutional, U/HNWI, EAM & family offices, and private client segments.
- Deliver high-quality client support by understanding client needs, responding to inquiries, and collecting market feedback to improve service offerings.
- Support the onboarding of new clients in close cooperation with Compliance, ensuring an efficient and seamless due diligence process.
- Advise clients on crypto-financial services, including brokerage, trading, custody, lending, and staking.
- Ensure adherence to Swiss regulatory requirements and internal compliance standards in all client interactions.
- Assist with business development initiatives, including sales campaigns, client events, and other relationship-building activities.
- Continuously develop expertise in crypto finance, blockchain technology, and digital assets through training and self-education.

What you bring along

- Commercial apprenticeship or Bachelor's degree in Business, Finance, Economics, or a related field
- 1–3 years of experience in relationship management, private banking, wealth management, or financial services; experience in the Swiss financial sector is an advantage.
- Strong interest in crypto finance, blockchain technology, and digital assets.
- Basic understanding of Swiss AML regulations and compliance requirements; willingness to deepen regulatory expertise.
- Client-oriented, motivated, and reliable team player with excellent communication and interpersonal skills.
- Organized, proactive, and able to perform effectively in a dynamic, fast-paced environment.
- Passion for continuous learning, innovation, and delivering outstanding client service.
- Professional fluency in **English and German**; additional languages are an advantage.
- Flexibility to support client events and occasional evening or weekend activities.

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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