

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.

Executive Assistant

You will have the following responsibilities

- Provide direct and proactive support to the Group CEO and Executive Management in all organisational, administrative and coordination-related matters.
- Proactively manage complex calendars, meetings, strategic appointments and business travel arrangements, including expense management.
- Prepare, coordinate and follow up on management meetings, including agenda preparation, minute-taking, documentation of key decisions and tracking of action items and outstanding matters.
- Manage professional communication and act as a key interface between internal and external stakeholders, clients and business partners in English.
- Support the Client Management team with organisational and administrative matters, including cross-functional coordination across various internal departments and interfaces.
- Independently coordinate and manage internal company events for approximately 150 participants, including the coordination of the venue, flights and hotel arrangements, as well as planning and alignment with internal and external stakeholders.

What you bring along

- Experience supporting a Group CEO, Management Board or senior executives.
- Great communication skills and ability to speak English fluently.
- Excellent organizational & time management skills.
- Positive and proactive attitude.

What we offer

- ☑Exciting projects in the crypto space
- Friendly and supportive team culture that relies on positivity
- Flexible organization of your working hours
- Home-office
- Workation: Enjoy the flexibility of working across designated EU countries, with up to 20 days a year to combine work and travel
- Multisport card

[Apply now](#)