Bitcoin Suisse

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.

Business Operations Custody & Staking Specialist

This position is available in Bratislava/Slovakia.

About the role

As part of our Custody & Staking Team within Business Operations, you'll be responsible for the delivery of timely, high-quality services towards our internal and external customers. You'll be working closely with the Relationship Managers, Traders, Developers and Accountants of Bitcoin Suisse. In this role, you are an important part of the backbone of an ambitious company in a highly interesting and dynamic environment in the heart of Crypto Valley in Zug.

You will have the following responsibilities

- Management of crypto custody setup
- Processing client payment orders (deposits & withdrawals) in crypto and fiat
- Processing staking orders
- Monitoring and processing staking rewards payouts
- Supporting Account Managers, Relationship Managers, Traders and Developers
- Ensure Risk and Legal requirements in processes
- Day-to-day liquidity management on BTCS own fiat & crypto holdings
- Contributing to projects and new initiatives as a Subject Matter Expert

What you bring along?

- Experience in the financial sector and Middle-/Back Office
- University degree
- Dedicated and responsible personality with strong team-player attitude
- Solid understanding of accounting basics (debit/credit, booking of P&L items)
- Experience with FIAT payment processing flows (cut-off times, correspondent banking structures)
- Basic knowhow about cryptocurrencies and blockchain technology is a plus
- Fluent in English (verbal and written)
- **Open to work on Saturdays and evenings**. The team you would be part of supports our clients during these hours 7:30-19:00 every day, including weekends. The shifts are split between the team to cover these hours. There is a morning shift starting 7:30, an afternoon shift covering until 19:00 and a Saturday shift (10:00-17:00). What shift you work is decided between the team on a weekly basis.

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
- **Fitness:** Multisport Card
- **Location:** Office location in the new Bratislava downtown (Jurkovi□ova tepláre□)
- **Home Office**
- **Workation:** Enjoy the flexibility of working across designated EU countries, with up to 20 days a year to combine work and travel

Apply now