

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.

## Talent Acquisition Specialist

This position is available in Bratislava

### What will you be your tasks?

- Proactive sourcing, candidate evaluation, and conducting interviews
- LinkedIn search & Interview scheduling
- Maintaining accurate and up to date candidate records in the recruitment tool
- Intranet data maintenance & supervision of company's absence management tool
- On- and Offboarding Administration of employees
- Welcome Day organisation and moderation & Support in projects/ initiatives
- Aiming to create an inviting and productive workspace environment for current and future employees
- HR administrative support

This position will support all Bitcoin Suisse office locations: Swiss, FL, SK & UAE.

### What do you need for this position?

- Proven track record in IT recruitment in international companies
- Educational background in Human Resources, Business Administration or Marketing
- Experience in administration and office management
- Interest in DLT technology is a big plus
- Proficiency in using LinkedIn, Profesia, and other sourcing tools to find excellent IT profiles
- Exceptional communication skills in English and capable of conveying the company's values to candidates
- A strong customer focus, with the ability to coordinate efficiently with candidates and internal stakeholders
- A commitment to high standards
- Ability to work autonomously with a high sense of responsibility.

Are you looking for an exciting and challenging job in a dynamic and international environment where you will play a very important role in the success of the company? And is the opportunity to work with leading organizations within the space of crypto-finance as well as the opportunity to shape your role and tasks driven by your interests appealing to you?

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