

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.

## Assistant 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 an Assistant 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

- Support Relationship Managers throughout the entire client lifecycle
- Providing prompt and professional responses to brokerage client inquiries, incl. facilitating, registering and booking brokerage trades efficiently
- Providing valuable support in various administrative tasks
- Guiding clients through the service offering (e.g., Trading Platform)
- Ad hoc support for Relationship Management Team
- Ensure quality alignment of client documentation with internal standards and policies
- Contributing to the success of various projects within Client Management

### What you bring along

- Preferably a commercial apprenticeship or a college/university degree in Banking, Finance, Business Administration, or a related field (we welcome applications from career changers who possess the required qualifications and demonstrate a strong passion for the cryptocurrency industry. Your unique perspective and diverse background could bring valuable assets in this role as Assistant Relationship Manager)
- 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
- Sound communication skills
- Dedicated and responsible personality with strong team-player attitude
- An open and curious mindset with the ability to work independently and remain calm in hectic situations while embracing various tasks
- Fluency in German and English, French and 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

**Please note that for this position, only direct applications with a valid working permit for Switzerland will be considered.**

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