

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.

Media & Client Communications Manager

About the role

Are you passionate about storytelling, building meaningful relationships, strengthening our media presence and client relations, and shaping the narrative of a forward-thinking brand in the fast-paced world of cryptocurrency and financial services?

We're on the lookout for a Media & Client Communication Manager who thrives in a world of innovation, connection, and rapid change. In this role, you'll be at the forefront of our media communications strategy, crafting compelling narratives that resonate with our audience and amplify our impact in the crypto and fintech spaces. If you're someone who loves turning complex ideas into powerful messages, cultivating strong media relationships, maintains excellent client engagement, and shaping the voice behind a brand making waves in the industry, this role is your opportunity to shine.

You will have the following responsibilities

- **Strategic Planning:**
 - Develop and implement comprehensive communications & media relations strategies aligned with our business goals
 - Create and manage a communications calendar, coordinating efforts around key product launches, publications, events, and announcements
 - Prepare crisis communication plans and act swiftly during high-stakes situations to protect the company's image and credibility
 - Provide regular reports on media coverage and client feedback to enhance outreach efforts
- **Media Relations:**
 - Build and maintain strong relationships with journalists, influencers, and key media outlets in the crypto, fintech, and financial industries
 - Act as the primary point of contact for media inquiries, providing timely and accurate responses
- **Content Development:**
 - Write press releases, articles, speeches, newsletter, announcements, client communication and other communication materials that convey our mission and values to our clients and media in both German and English
 - Oversee the creation of media kits and manage content for press-related events.
 - Support communication with key stakeholders, such as investors or strategic partners

What you bring along

- **Experience:** Minimum of 5 years in public relations or corporate communication, preferably in the cryptocurrency, fintech, or financial services sectors
- **Education:** Bachelor's degree in public relations, Communications, Journalism, Marketing, or a related field
- **Skills:**
 - Native-level German and Professional-level English proficiency (both written and spoken) is a must
 - Exceptional verbal and written communication skills
 - Strong interpersonal and negotiation skills to maintain stakeholder and media relationships and ability to build lasting relationships
 - Creative and strategic thinker with the ability to manage multiple projects in a fast-paced environment
 - Highly collaborative and able to work cross-functionally

- Adaptable and innovative in addressing communication challenges

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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