

Administrative Assistant (w/m/d), Berlin

BLOXXON AG is a provider of digital assets solutions and a pioneer in cryptoassets custody services. Our vision is to be the gateway between traditional and crypto finance. We enable financial institutions, corporations, and individuals to access, invest and manage digital assets conveniently. Become a part of our vision and change investing with us! Let's help anyone to jump into the crypto space!

The Position

We are looking for an administrative assistant who is in the process of obtaining their degree or who just obtained their (bachelor's) degree. We are looking for an allrounder that is interested in blockchain technology, wants to gain experience in different fields and is very good at managing multiple (smaller) projects and tasks at once.

Responsibilities

- You will support administrative processes, i.e. making sure important documents get signed, sent out, etc.
- You will support management and the business development team with creating and improving content (presentations and other materials) for business and sales activities as well as meetings.
- You act as the bridge between different departments and coordinate projects.
- You will support management as well as our (external) accountant with (simple) accounting and financial planning tasks.
- You will schedule and organize business meetings and travel as well as team events (if necessary) for the entire team.
- You will be up to date with the newest industry trends and may be asked to perform research on any given industry-related topic.

Minimum Qualifications

- Advanced progress in your current study program (min. 4th semester) or a finished bachelor's degree in an Economics related degree (E.g., Business Administration / International Business)
- Showing a high degree of structure and independency as well as an appetite for learning

- Good command of MS Office services
- Very good written and vocal skills in English (C1) and German
- An open and communicative personality
- Motivation for project-based work activities
- Strong own initiative

What we offer you

- An entry into the blockchain industry in an established and high-growth FinTech.
- Exciting tasks that offer the opportunity to learn more about the industry. You will not have (too many) repetitive tasks with us!
- Room for your own creativity and a flat hierarchy.
- A motivated and tech-oriented team located directly at the famous Ku'Damm in Berlin.
- Competitive salary.
- Fruit basket, free drinks and regular team events.

Ready for a new challenge?

We look forward to receiving your application (including cover letter, CV and reference(s) and as well as a transcript of record and possible starting date) directly to: jobs@bloxxon.co