

## **Executive Assistant (m/f/d)**

Starting Date: July 2021

Part Time

### **The Role**

*The Executive Assistant position is an opportunity to be in charge of different administrative & operational tasks in order to support our Managing Director & Group Chief Investment Officer. You will be involved in day-to-day business activities as well as in large projects and client meetings.*

*We at Advanced Blockchain are a team of hungry entrepreneurs and blockchain enthusiasts driven by the opportunity to positively shape our collective future. If you identify with the above and are ready to take complete ownership of this position - we look forward to hearing from you.*

### **Responsibilities**

- Managing daily administrative & operational tasks
- Preparing corporate presentations, bios, etc
- Format information for internal and external communication – memos, emails, presentations, reports, etc
- Act as the point of contact among external executives, potential clients or partners
- Manage information flow in a timely and accurate manner
- Manage director's calendars and set up meetings
- Make travel and accommodation arrangements
- Oversee the performance of other clerical staff
- Act as an office manager by keeping up with office supply inventory
- Creating meeting minutes

## **Requirements**

- Work experience as an Executive Assistant, Personal Assistant or similar role is preferred but not mandatory
- Excellent English language, German language is a plus
- Outstanding organizational & time management skills
- Excellent verbal & written communications skills
- Discretion & confidentiality
- Proactive & resolute

## **Benefits**

- The opportunity to contribute to innovative projects in a new and exciting industry that has the potential to positively shape our world.
- 100% remote & flexible working hours
- Working in a growing challenging environment
- Learning possibilities (conferences, meetups, courses, etc.)
- Additional equipment provided by us
- Paid days off

**We look forward to working with you.**