

# **WE ARE HIRING!** **EXECUTIVE ASSISTANT** (m/f/div) Location: **Berlin**

## **GENERAL DESCRIPTION**

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ARE YOU READY TO JOIN **ONE OF THE MOST EXCITING FINTECH PROJECTS** ACROSS EUROPE AND BECOME **PART OF THE NEXT WAVE OF FINANCIAL DISRUPTION?**

FOR OUR BERLIN OFFICE WE ARE LOOKING FOR A SELF-MOTIVATED **EXECUTIVE ASSISTANT** TO PERFORM A VARIETY OF ADMINISTRATIVE TASKS AND SUPPORT OUR COMPANY'S SENIOR MANAGEMENT!

WE ARE BUILDING A TEAM WITH DIVERSITY OF THOUGHT AND BACKGROUND, WHERE THE BETTER ARGUMENT COUNTS – JOIN US NOW!

**SOUNDS EXCITING? SEND US YOUR CV AT [RECRUITING@FINOA.IO!](mailto:RECRUITING@FINOA.IO)**

## **WHAT YOU WILL DO**

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- Act as the point of contact between management and employees, liaising with internal colleagues as well as external clients and partners on various projects and tasks.
- Support the team in HR strategy and administration as well as office management/design.
- Produce and maintain comprehensive and accurate corporate and accounting records.
- Manage social media and online presence on various digital platforms (including content creation) as well as press contacts and branding.
- Plan schedules and calendars by organizing conference calls, meetings/events, and coordinate travel arrangements.
- Support the team with document management, contracts preparations and produce ad-hoc reports / presentations.

## **YOUR PROFILE**

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- A minimum 2 years of relevant hands-on work experience in a similar environment.
- Excellent written and verbal communication skills; fluency in both German and English.
- Strong organizational skills and ability to prioritize multiple tasks seamlessly with attention to details.
- You enjoy working in a dynamic and fast-paced environment and you are capable of multi-tasking.
- You are pragmatic and have a solution-oriented mindset: you can easily work independently, efficiently and in an adaptive manner.
- Maintain confidentiality of sensitive information: high degree of professionalism and strict confidentiality with all materials.
- Strong interpersonal skills and the ability to build relationships with key stakeholders.

## **WHY US**

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- This is an excellent opportunity to work in a hands-on role with a VC-backed start-up. We are growing rapidly – and you will grow with us.
- We have an incredible working culture: open communication, a low-/no-hierarchy environment where only the better argument counts.
- You will be working in our brand-new, hip, goodies-packed, centrally located office in Berlin-Mitte (right off Checkpoint Charlie).
- You'll benefit from flexible working hours and locations

## **ABOUT FINOA**

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Your Key to Digital Asset Banking - Finoa is a regulated custodian for Digital Assets, servicing professional investors with Custody, Staking and Trading (coming soon). The platform enables its users to securely store and manage their crypto-assets, while providing a directly accessible, highly intuitive and unique user-experience, enabling seamless access to the ecosystem of Decentralized Finance (DeFi). Reference customers include the world's most renowned Venture Capital firms, large corporations and financial institutions. Finoa was founded in Berlin in 2018, is a qualified crypto-asset custodian (§64y Para. 1 KWG) and supervised by the German Federal Financial Supervisory Authority (BaFin). Finoa is backed by the financial investors Venture Stars, Coparion and Signature Ventures.