

# Executive Assistant to the Management (m/f/div)

 Berlin, remote

 Start date: Now

 Competitive salary

 Competitive equity

## Company Description

Finoa is the leading digital asset platform for institutional investors and corporations, backed by renowned investors like Coparion, Venture Stars, and Signature Ventures. Founded by Henrik Gebbing and Christopher May in 2018 and based on a shared aspiration to make institutional interaction with digital assets as simple and secure as possible, Finoa has grown into a truly international company, powered by a diverse team, and serving hundreds of clients globally. If you want to join one of Europe's most exciting FinTech start-ups, be part of this once in a lifetime opportunity, and grow together with our company, then this is your chance to apply.

## Job Description

We are looking for a profoundly integrous and discrete individual to support Finoa's management in handling demanding projects and confidential information. The successful candidate will be the one that steadily acts with professionalism, is highly attentive to detail and has exceptional organizational skills.

## Role Description

- Provide seamless support to the management in day-to-day activities using prioritization of business requirements.
- Manage complex calendar and scheduling requirements to ensure that all management meetings with clients, partners and potential new clients occur successfully.
- Liaise with departments to prepare documents for external and internal reporting / communications (e.g. management meetings' memos).
- Maintain comprehensive and accurate corporate records, documents and reports.
- Coordinate the management's traveling and expenses.
- Drive key team activities (such as staff meeting agendas, all hands meetings, supply ordering, and cyclical events) and offer dedicated project support.
- Plan company events and communications.
- Support in accounting and bookkeeping tasks.

## Requirements

- A bachelor's in Business Administration or equivalent field.
- Substantial experience in assisting the management in a fast-paced environment.
- Excellent command of English both spoken and written. Fluency in German is also required.
- Proven track of effectively handling multiple projects simultaneously including organizing and prioritizing.
- Capability to efficiently communicate with stakeholders at all levels – both internally and externally.
- Ability to demonstrate great attention to detail and provide high-qualitative work.
- Strong sense of initiative, ownership and flexibility, while never losing sight of the big picture.

## Why you should apply

 **Diverse and inclusive team:** We are from 10+ different countries with diversity of both thought and background on a mission to disrupt the digital asset industry. We support each other and take pride in our achievements. We attract talents from companies like McKinsey, Credit Suisse, JP, Morgan, Google, Moonfare, and N26.

 **Ownership & learning-curve:** Opportunity to make an active contribution to the growth story of one of the leading disruptors in the FinTech industry.

 **Communication:** We treat our staff like owners by being open, transparent, and providing regular communication about our direction and progress. We provide regular insights into decision making, strategy, and company-wide OKR progress so that each of our employees is aligned and empowered. We are also always aiming to improve how we can more effectively communicate.

 **Office:** We offer both the flexibility to work remotely or to work in style and comfort from our modern office at Checkpoint Charlie, the heart of Berlin (at the moment, we all work from home).

## How to get in touch

If you believe this opening paints an adequate picture of your profile, please visit this site and apply: [Executive Assistant to the Management \(m/f/div\) - Finoa GmbH \(recruitee.com\)](#)

*Finoa is an equal opportunity employer devoted to diversity and inclusion in the workplace. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status or disability status.*