

EXECUTIVE ASSISTANT/GA MANAGER (M/F)

HELP US TO BUILD AN ECOSYSTEM OF PRODUCTS, SERVICES AND INNOVATIVE IDEAS

(+40 HOURS - HEART OF BERLIN - FULL TIME)

We're a team of cryptocurrency and blockchain enthusiasts building a new collaborative ecosystem in Europe to shape the future and challenge the status quo. With various initiatives such as the C3 Crypto Conference in Berlin, a marketing agency to support ICO's and our knowledge base CryptoTicker.io. We're a fun team of +15 people and several new projects in the pipeline.

You will be the gatekeeper for our CEO and the senior management of the company. If you say something isn't important right now – we trust you it isn't. If everyone is stressed out, you are the calmest person in the room. You are not just an assistant; you will be one of our most valuable assets to us, a core member of our team!

About you

- You heard about Blockchain and Bitcoin before and have the interest to learn more about it
- You don't wait for instructions but always look ahead and see what's coming next
- Strong interpersonal skills, empathic and a people person
- Proactive and able to consistently exercise great judgement
- Positive with enthusiastic energy, creative and output-driven
- Attention to detail and ability to work efficiently under pressure to meet tight deadlines, all while keeping a smile!
- Excellent organization, coordination and prioritization skills
- Proactive and able to consistently exercise great judgement
- Exceptionally strong ownership and “can-do” attitude, requiring little guidance
- High degree of flexibility and ability to switch gears at a moment's notice; superb multi-tasker
- Excellent writing and communication skills in English and German
- Software: you are an expert in Google Apps, Microsoft Office and productivity applications, and fast to learn how to master new cloud-based applications
- Maintain highest level of discretion and confidentiality with sensitive information
- Experienced in handling sensitive legal documents, contracts and presentations
- Terrific via email, phone and in-person
- Proven 3-5 years similar experience as an Executive Assistant, Office Manager, Paralegal or similar

Your daily responsibilities

- Coordinate daily calendars of CEO and senior management
- Manage and engage in phone calls, emails and personal LinkedIn accounts of our CEO and management
- Prepare meetings incl. client/project research, agenda and briefings
- Facilitate internal communication (e.g. distribute information and schedule presentations)
- Suggest more efficient ways to run the office and troubleshoot malfunctions
- Review, prepare and adjust legal documents and coordinate with our legal counsel
- Proofread proposals, answer emails, and coordinate with internal resources
- Own important projects that require creativity, leadership and a willingness to figure it out

You will get

- Be set up for success, equipped with the latest and greatest hardware (laptop, phone, software)
- A management team dedicated to your personal growth
- A small, friendly and diverse international team
- Responsibility from day one and a steep learning curve
- Join conferences, industry events and personal coaching sessions

Please apply to jobs@crypto-conference.com

C³ Crypto Conference GmbH | Friedrichstraße 123 | 10117 Berlin | Germany
Commercial Register: HRB 181716 B, Amtsgericht Berlin (Charlottenburg)