



Management Assistant

100% | f/m

**Digital currencies are a hot topic worldwide.
cryptix AG's vision is to make digital currencies easily
accessible and versatilely usable in everyday life.**

We are therefore developing a payment method under the brand name "eCredits – the people's currency" that meets the day-to-day requirements of modern society and is open to everyone. This global payment network is intended to bring consumers and local retailers closer together and provide added value for all participants.

Are you interested in helping us design the future and develop ground-breaking solutions? If you are, we would love to meet you! To strengthen our team in **Vaduz, Liechtenstein**, we are looking for the following as soon as possible:

Management Assistant

YOUR PROSPECTS

- Young, dynamic team with great ambitions
- International working environment with promising perspectives
- Potential for development in a young and fast-growing company
- Challenging and exciting activity in an emergent industry
- Flexible working times and good work-life balance

YOUR TASKS

- Independent handling and organization of the management office
- Support in building up the organizational units
- Coordination and handling of various administrative tasks
- Contract management
- Preparation of budget plans and company operating figures
- Communicative interface between management and internal and external business units
- Keeping minutes during meetings
- Planning and preparation of meetings
- Research activities
- Preparation and review of English texts
- Fielding calls

Your primary tasks are coordination and organization. Besides the professional aspects, good communication skills are among the most important requirements.

YOUR PROFILE

- Completed commercial education
- Several years of relevant work experience in the area of office management
- Willingness to work in a team and propensity for solution-oriented thinking
- Exactitude and reliability
- High willingness to learn and organizational talent
- Very good MS Office skills
- Ability to work independently and self-reliantly
- Excellent written and spoken English and German

In this interesting role, you will be working in an international environment and cooperating with teams from various specialist areas. As part of a revolutionary industry, you will be evolving personally and have the unique opportunity to make a key contribution to the development of a worldwide ecosystem.

Have we aroused your interest?

If so, please send us your full application including a letter of motivation in digital form.



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