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Wyden (previously AlgoTrader) is a fast-growing scale-up and the global leader in institutional digital asset trading technology. It is the prime solution partner for banks and other sell-side firms for digital asset and crypto execution management in addition to its leading position as the first fully integrated algorithmic trading software solution for quantitative hedge and crypto funds on the buy-side.

Wyden has also just been voted TOP25 scale-up in Switzerland.

By covering the entire trade lifecycle and supporting seamless custody, core banking and portfolio management system integration as well as end-to-end automation, the Wyden platform streamlines digital assets trading. Engineered by a team of trading system veterans and crypto asset experts, Wyden offers best-in-class integrated infrastructure solutions that meet the highest institutional needs. Wyden also offers consulting services to assist with the timely implementation of bespoke solutions. Our typical clients are banks, hedge funds, asset managers, crypto funds, prop trading groups and brokers.

Headquartered in Zurich, Switzerland, we have regional offices in New York and Singapore as well as development teams in Eastern Europe.

**We're searching for a**

## Team Assistant / Office Manager (100%)

### Job overview

We are looking for a team assistant to manage and organize administration and office-related tasks and assist our executive management team. This role is located in Zurich but will provide support for the globally distributed teams.

### Responsibilities

- ✓ Proactive support of executive management in all administrative and organizational matters
- ✓ Management of procurement, expenses, invoices/payments
- ✓ Organization of office operations and procedures
- ✓ Organization of local and global team and company-wide events
- ✓ Support organization of conferences
- ✓ Travel management for the company
- ✓ Support recruiting and other HR activities
- ✓ Ad-hoc support in larger tasks (e.g. selection of HR system)

### Required skills

- ✓ Proven experience as an administrative assistant or office manager
- ✓ Knowledge of office administrator responsibilities, systems and procedures
- ✓ Familiarity and affinity to IT and web-based tools
- ✓ Structured, accurate and independent work
- ✓ High sense of responsibility
- ✓ Proficiency in MS Office
- ✓ Ability to multi-task and prioritize work
- ✓ Attention to detail and strong problem solving-skills
- ✓ Excellent written and verbal communication skills in English and German
- ✓ Strong organizational and planning skills

### Our offering

- ✓ Independent work with a versatile range of tasks
- ✓ Work at a dynamic, fast-growing scale-up
- ✓ Central workplace in Zurich (10min from HB) – no WFH

Send your application directly to [jobs@wyden.io](mailto:jobs@wyden.io).