



Oferta pracy

Nr referencyjny: 7230/18/PS

Nazwa firmy: Coinfirm Limited

Opis: The Blockchain Lab team is a unique international combination of DC and Blockchain innovators, IT and security specialists, AML/KYC compliance experts and visionary entrepreneurs across tech, media and finance.
As international authorities and pioneering adopters, we have been developing around Blockchain since the early stages and co-founded the first Bitcoin establishment of its kind in Europe. Combined with our knowledge in compliance and extensive experience conducting global projects with international financial institutions and regulatory authorities, we are uniquely positioned to provide a global compliance platform for Digital Currencies and innovative solutions for Blockchain.

Stanowisko: Office Assistant

Kategoria stanowiska pracy: Asystencka praca/Personel biurowy

Lokalizacja: Polska, kujawsko-pomorskie, Toruń

Typ pracy: praca stała

Rodzaj umowy: umowa o pracę

Obowiązki: Responsibilities:

- ☐ Guests/clients service,
- ☐ Handling incoming and outgoing correspondence,
- ☐ Telephone service,
- ☐ Cooperation with courier services,
- ☐ Office supply
- ☐ Business trips organization
- ☐ Support events and conferences

Wymagania:

Umiejętności IT:

- Programy biurowe / Microsoft Office / Excel - średniozaawansowany

Języki:

- angielski - C1 - zaawansowany

Dodatkowe wymagania: Requirements:

- ☐ Strong interpersonal and relationship building skills
- ☐ Flexible and adaptable to change
- ☐ Familiar with MS Office
- ☐ Positive 'will do' attitude
- ☐ Fluency in English
- ☐ Previous experience in similar role will be an asset

Warunki pracy: What we offer:

- ☐ A great opportunity to enter a booming industry and to influence the future of blockchain technology
- ☐ Diversified range of tasks and an individual approach to each employee
- ☐ Motivated, dynamic and international team of professionals
- ☐ Flat hierarchies, short decision-making processes
- ☐ Modern technologies

Typ aplikacji: CV

Kontakt: strona www:

<https://system.erecruiter.pl/FormTemplates/RecruitmentForm.aspx?WebID=d3c39788043d4f55a4f2c1a2d3344234>

Data oferty: 25-07-2018

Data ważności: 30-09-2018