



Job Description

Job Title:	Office Assistant / Administrator
Reports To:	Personal Assistant to the Directors
Direct Reports:	None
Location:	London, right to work applicants only.

About the Company:

The CoinShares Group manages approximately \$1 billion of assets on behalf of a global investor base, with offices in London, Jersey, and New York. We create, issue, and manage investment products and services that serve thousands of investors, including institutional and accredited investors. Our goal is to provide regulated, risk-managed investment products and services by which investors can participate in the growth of a new asset class, and a new technology paradigm.

The CoinShares Group offers investors a variety of ways to access the digital asset landscape, and span exchange traded products (ETPs) under the XBT Provider brand in Europe, private hedge fund investment strategies for a global client base, and trading and execution services provided by CoinShares FICC (Fixed Income, Currencies, and Commodities).

CoinShares has a history of pioneering new approaches to digital asset investing, and collectively, the Group enjoys the world's longest track record of regulated investment management in digital assets. From our beginnings in 2013 to present day, we have collaborated closely with lawmakers, financial institutions, and innovators to pioneer these new products and services while also being a trusted partner and advisor to our clients.

With a proven track record, CoinShares has the breadth, depth, and scale needed to provide investment products and services to the world's most sophisticated investors.

Role Summary:

The position combines reception, secretarial, facilities and general office management. Working with the Personal Assistant to the Directors to ensure the smooth running of the office within a rapidly expanding digital asset manager.

Duties & Responsibilities:

Reception & Secretarial

- Manage stationary orders and kitchen supplies.
- Greet clients, book meeting rooms, arrange refreshments and catering.
- Handle incoming calls and other communications.
- Set up video and telephone conference calls for the office as required.

- Support office and staff desk moves as required.
- Book meetings and send out calendar invites.

Administrative support:

- Assist London directors, visiting directors and employees with any administrative tasks required.
- Provide administrative support to the office as directed by Senior PA to the Directors.
- Manage travel arrangements including flights, hotels, taxis, producing itineraries as required and ensuring travel policy adhere to.
- Print, bind and scan documents as required.
- Participate in team and management meetings, as required to take and produce minutes.

Qualifications, Skills & Experience:

- Previous Office Assistant / Secretarial experience preferred.
- Good knowledge of Microsoft Suite- Excel, Word, PowerPoint.
- Discreet and trustworthy.
- Experience working in a fast-paced environment with the ability to maintain excellent attention to detail.
- Strong interpersonal and communication skills.
- Excellent organisational and prioritisation skills, able to multitask.
- High levels of initiative and integrity.
- Ability to manage conflicting priorities as well as tracking progress on a wide range of tasks.

Undertake any other such duties as may be reasonably required by the role.

Closing Date

Applications close 12 September 2019.