



S H E B A R
F I N A N C I A L

Job Description **Personal Assistant**

Job title: Personal Assistant
Reports to: Senior Manager
Type: Full-Time / Part-Time
Hours: From 9 am to 5 pm (full-time) / 20 hours a week (part-time)
Salary: \$3,520(full-time) / \$1,760(part-time) per month

About us:

Our company is engaged in investing in cryptocurrency. Basically, this is Bitcoin - the world's cryptocurrency. Investing in Bitcoin can seem complicated, but it is much easier when you break it down into steps. Buying Bitcoin is getting easier by the day and the legitimacy of the exchanges and wallets is growing as well.

The value of Bitcoin is derived from its adoption as a store of value and payment system, as well as its finite supply and decreasing inflation.

While it is nearly impossible for Bitcoin itself to be hacked, it is possible for your wallet or exchange account to be compromised. This is why practicing proper storage and security measures is imperative.

We provide our clients with the security and high protection of their bitcoins. And we allow our investors to earn at the races currency exchange rates. Over the past months, Bitcoin has risen in price several times. The exchange rate of other cryptocurrencies is also constantly changing and it is very difficult to keep track of this. However, our system of copying the best investors around the world allows our investors to make a profit every day without risking their own funds.

Overview:

Fast growing, 8-figure revenue startup is looking to hire a Personal Assistant as we scale from 20 to 30 people in the next 3 months. We treasure our hired personnel and offer best conditions ever for this position. We are backed by Tim Draper, Boost VC, Localcoin and other investors.

Working under the supervision of the Senior Manager, the Personal Assistant will perform various tasks that meet the needs of the company's customers. The candidate will be required to both take direction and work intuitively to support the completion of the department's goals and objectives in a professionally and culturally appropriate manner.

Responsibilities:

- Interaction with customers
- Creation of brochures to attract clients and investors
- Support customers with their requests
- Purchase, sale of cryptocurrency (Bitcoin, Ethereum, Litecoin, Ripple) as investment funds
- Prepares reports, summaries, or replies to inquiries
- Assist with day-to-day personal tasks assigned by the senior manager

Requirements:

- Excellent project management skills with experience in managing and supervising administrative projects
- Strong command over written and verbal communication
- Excellent interpersonal and presentation skills
- Good understanding of the organization's overall business and its objectives
- Basic knowledge of cryptocurrency
- Desire learns
- A multi-task with strong ability to work under the pressure
- Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail
- Proficient in using computers with related knowledge of software programs and Internet
- Proficient in Microsoft office products is essential (Excel, Word, Outlook)

Bonus:

Flexible bonus from \$ 100 to \$ 150 per each completed order in time. You will receive a commission for each task immediately to your bank account

Benefits:

- Private health and dental insurance plan
- Four weeks of paid vacation leave per year
- Flexible work hours
- Providing the necessary equipment to work from home 2 weeks after starting work

Trainings:

Training in the process. You get started immediately and receive detailed instructions and support at every step, and of course experience. Each task will be coordinated by a Senior Manager. No trial periods. Payment is strictly in accordance with the contract from the very beginning.