

EXECUTIVE ASSISTANT

ABOUT COIN METRICS

Coin Metrics is a leading provider of cryptoasset data for institutions. We deliver transparent and actionable data and analytics to various industry stakeholders including asset managers, custodians, trading venues, research desks, and data/application providers. Coin Metrics' data empowers its clients and the public to better understand, use and value open crypto networks.

JOB DESCRIPTION

Coin Metrics is recruiting an Executive Assistant (EA) to be an integral member of our senior team. The EA will support the CEO, COO and CTO.

Join a fast-paced startup pioneering novel metrics, data products, and intelligence solutions, which offer insights into the economics, markets, usage, health, and other aspects of public cryptocurrency blockchains like Bitcoin and Ethereum and other crypto networks.

You will be surrounded by talented people passionate about decentralized economies and the data behind them. Break new ground, create exciting new data-driven research and products, and help shape the future of finance.

Key responsibilities include:

- Acting as the point of contact between executives and internal or external colleagues
- Organizing Company-wide meetings - and, coordinating video/remote participation/booking meeting rooms
- Managing executives' day-to-day calendars, including making appointments and prioritizing the most sensitive matters
- Ensuring that meeting agendas are well-understood by participants, sending out reminders internal and external speakers and coordinating/collecting presentation materials
- Writing and editing emails, drafting memos and preparing communications on the executives' behalf
- Creating travel itinerary and making travel arrangements
- Taking minutes at Operating Committee meetings and pushing follow-ups
- Producing PowerPoint and Google Slides presentations, and using various "office" software to prepare report and/or special projects
- Maintaining comprehensive and accurate corporate records, documents and reports

- Performing minor accounting and bookkeeping duties (such as paying vendors)
- Handling vendor management and vendor-related contracting
- Facilitating all eSig/Docusign activities
- Maintaining and improving current document storage systems, ensuring the appropriate users have the appropriate access and that all document retention policies are
- Answering our corporate phone in a polite and professional manner and taking and relaying messages

LOCATION

Greater Boston, MA (remote considered)

QUALIFICATIONS

- Ability to multitask and prioritize
- Excellent time management and organization skills
- Attention to detail
- Excellent verbal and written communication skills
- Professional discretion
- Proficiency with MS Office and/or Google Office software suite
- Comfort with Zoom/Google Meets remote meeting tools