

OPEN POSITION | 17 JUNE 2022

AlgoTrader is the global leader in institutional trading technology for both digital and traditional assets. With its advanced software solutions, AlgoTrader gives banks, hedge funds, brokers, crypto funds and other financial institutions an end-to-end platform for best execution and event-driven alpha generation. The company's offering includes WIRESWARM, a digital asset trading and connectivity platform for banks and brokers, AT QUANT, an end-to-end quantitative trading solution with automated trade signal generation and order execution, and AT OEMS, a state-of-the-art Order and Execution Management System for systematic and discretionary buy-side institutions with managed connectivity to over 400 liquidity venues. AlgoTrader's interdisciplinary team of highly experienced industry experts is shaping institutional trading. Founded in Switzerland and based in Zurich, New York and Singapore, AlgoTrader operates globally.

We're excited to have you join us on our mission as a

Junior Sales Assistant EMEA 60-80%

Institutional Trading Technology for Digital Assets

#1 Job Overview

You will play a vital role in supporting our EMEA sales team in a fast and dynamic environment. You will support our sales operations including, management of sales leads through our CRM systems, and management and support of the sales process from initial contact, lead qualification to deal close. This position offers you the opportunity to learn about crypto and digital asset trading as well as an institutional sales process. Over time, this role offers you the opportunity to represent the company to external prospects and clients and will equip you with the knowledge and experience to grow into a sales manager role.

#2 Responsibilities

- ✓ Support the sales team throughout the entire sales process by carrying out initial prospect outreach and lead qualification calls
- ✓ Administrative support for the sales team
- ✓ Management of our CRM system Hubspot
- ✓ Prepare and manage internal and external meetings, produce meeting minutes and keep track of to-do's
- ✓ Produce sales reports from the CRM system
- ✓ Coordinate presence at various conferences within EMEA (in coordination with the marketing team)
- ✓ Close collaboration with the sales team in the US and APAC

#3 Required Skills

- ✓ Bachelors's degree or higher in Business or Engineering
- ✓ Proficiency in MS Office and CRM systems (preferably Hubspot or similar)
- ✓ Good presentation and communication skills (written and oral)
- ✓ Interested in crypto assets and understanding of the blockchain ecosystem
- ✓ Be a team player and happy to work with the global team and processes
- ✓ Fluent in English