

# LOOKING FOR OFFICE ADMINISTRATOR

Workplace: Kaunas, Lithuania

What will you find, when you open our office door - a team of young, energetic and proactive people, where everyone is learning really fast, adapting to changes fast and are fast to help you out with whatever you need. If you like a dynamic environment - you will not want to close the door again :)

## WHAT WILL YOU DO:

- Be the first person to greet our guest and colleagues;
- Assist administration and co-workers;
- Be responsible for various administration work, parcels and deliveries;
- Be our focal point and gate keeper of all calls and inquiries;
- The office will be your realm - take good care of it :).

## WHAT WE EXPECT FROM YOU?

- Cheerful and proactive personality;
- Perfect English skills;
- A can-do attitude and willingness to learn;
- Good memory and attention to detail;
- Previous administration experience would be a plus.

## WHAT'S IN IT FOR YOU?

- You will have real opportunities to grow and take on interesting responsibilities;
- You will be a part of the first company, who created cryptocurrency legally in Lithuania from start to finish;
- Culture of truly high standards and fast pace learning environment.
- Amazing team - both professionally and personally;
- Freedom and the responsibility to think of solutions, not just do what you are told.
- Anything needed for your fast development: global workations, world's best conferences, relevant training courses, books, team building activities and workshops.

Interested? Send your CV to us at [agne@bitdegree.org](mailto:agne@bitdegree.org)