

VALOUR

Operations Associate

Place of work: London, UK / Zug, CH / Remote

Hours: Full-time

About Valour

Valour is the asset management arm of DeFi Technologies. At DeFi Technologies, the mission is to help institutional and retail investors navigate the complex, hyper-growth disruptive world of Decentralised Finance and digital assets.

Backed by leading entrepreneurs and investors in the fintech space, Valour aims to be the digital asset manager of choice. We have super ambitious growth plans; by combining our deep expertise in digital assets and emerging technologies with investment and risk management best practices from leading traditional financial institutions - we offer investors access to decentralised finance without any of the operational complexities or technical risks associated with direct investment. Valour's products provide a way to invest with confidence, without compromising on the embedded standards required of traditional asset class investments.

Our existing offerings are simple listed products that enable investors to access the best opportunities in the digital asset space. Following their success on the NGM stock exchange in Sweden, we are continuing our growth trajectory, bringing innovative products to investors across Europe. We're working to become the world's leading digital asset investment firm- and we're looking for great people to help us achieve this ambition.

Job Description

This is a unique opportunity for the right ambitious candidate to be a key early team member of a high growth, high quality start-up in a cutting edge-disruptive industry. The Operations Associate will play a central role in setting up and managing Valour's operational excellence, reporting directly to the COO.

The successful candidate can therefore play a role in building a scalable and efficient operating platform for Valour. This is a flat structured team where a start-up mentality is essential. No job should be too small, and none too big - they must be a team player obsessed with helping the organisation thrive and achieve excellence at every level.

They will help the COO maintain an agile, innovative environment whilst instilling structure and effective communication across this internationally based team through a period of hyper-growth.

The successful candidate will demonstrate excellent interpersonal skills forging effective relationships with colleagues and counterparts across all functions and geographies. A self-starter, she/he will act professionally, inclusively and produce work of impeccable quality.

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The role will offer the right candidate exceptional exposure, learning opportunities and fast-paced career progression.

Equally, the right candidate will be expected to provide administrative support to the COO and sometimes the CEO - building operational processes, financial models, reporting frameworks, drafting internal procedures and external presentations as well as liaising with central partners e.g. legal, compliance etc.

Key Responsibilities Include:

- Counterparty onboardings
- Program management
- Supporting reporting and compliance as required
- Filling the gaps: being happy to help wherever needed and stretching from high level strategy down to detailed delivery

What we're looking for

- A curious, results oriented self-starter who has pace and a bias to action: able to get things done efficiently and effectively without fuss.
- Excellent attention to detail: able to produce high quality written communications, presentations, and financial data
- Analytical approach: the ability to question and challenge content and provide constructive solutions and improvements; at Valour we iterate fast and seek to continuously improve.
- Great communicator: proven ability to work with a wide range of different individuals and able to flex style in different situations.
- Numerate: able to build and understand excel models and analyse data in order to measure performance.
- Understanding of risk and controls with experience managing regulatory requirements
- Creative yet logical: you understand how to build unbureaucratic streamlined processes and have experience influencing to driving adoption across functions.
- Outstanding organisational / project management skills: an excellent multitasker who can prioritise and navigate ambiguity and complexity within a fast-paced environment.
- **Even better if** you have experience in digital assets and financial services

Required Qualifications

- BA/BS degree required, MBA degree a plus
- Minimum of 2-3 years of experience in operations, management consulting firm or other relevant role, ideally within a fintech or leading financial services firm
- Excellent verbal and written communication skills in English, additional European languages a plus

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We offer

- Flat hierarchy and fast growing environment
- Ability to work to bring in ideas and work independently
- Gain deep insights into crypto asset trading, market making, and execution strategies
- Work in an inspiring, dynamic, and rapidly growing industry
- Join a team-oriented and entrepreneurial culture

To apply, please submit answers to the following two questions along with your CV to hello@valour.com:

Q1: What do you understand about decentralised finance and digital assets? What are some current use cases and future opportunities and challenges for the sector? Why are you motivated to get involved?

Q2: Tell us about a time when you have taken initiative and owned an idea from inception through to execution. What was the issue, what challenges did you overcome, what skills were required and what was the result of your effort?

At Valour, we are building an exciting and inclusive high-performance culture where employees feel empowered. We value diversity and are dedicated to promoting gender, ethnic, socio-economic, LGBT and disability equality.