



Wanted



Office & Communication Manager

Manage the team as athletes to ensure that they can grow, develop and achieve their goals. You will report directly to the CEO and link the strategic roadmap to the operational objectives. Directly involved in recruitment and management, your role will be key to the growth of the business. With a workforce that has doubled in one year, Wecan Group will continue to grow by recruiting 10 people per year until 2024 to reach a team of 50 people. All teams of sports trainers, coaches, or high level athletes will be looked at with attention. We also encourage diversity in our recruitment.

Missions

Office Management

In managing teams, one of the key components is office life, ensuring that the working conditions correspond to the expectations and needs of the teams so that they can work in the best conditions and superperform. You will be responsible for all aspects of office life, from day-to-day tasks to leadership, communication and team building.

Communication

As a team manager, you will have a strong communication role to convey our successes, our recruitments, but also to animate our community. You will also be responsible for social networking, organising events and managing communications with the media.

Experience and skills

- More than a CV, we are looking for a personality with 5 to 10 years of experience. The mastery of tools such as HubSpot, Mailchimp or Wordpress will be a plus.

Your profile

We're looking for our new rockstar! You are not afraid of challenges and you are eager to learn. You know how to prioritize tasks and are able to manage heavy workloads. You are autonomous, have excellent interpersonal skills and demonstrate an entrepreneurial spirit.

Requirements

- You are fluent in english and french (german is a plus)
- You have great writing skills in english and french

Cultural Fit

- Autonomous and entrepreneurial spirit
- Flexibility and motivation
- Strong team spirit, transparent communication, and self-management
- Quest for constant learning

About Wecan

Wecan is a Swiss based company created in 2015. We co-create, run and scale joint ventures to transform socio-economic paradigms through pioneering blockchain solutions. We address our partner's needs in different industries through our blockchain competencies and a co-creation process.

Our vision

At Wecan, we believe that successful digital technologies are built around people and they are shaped by people's needs. After an era of exponential digitalization growth, the rise of mobile phones dramatically increased the usage of online service... We believe that the next ten years will increasingly focus on trust, privacy and security. We believe that blockchain and zero knowledge proof are a much-needed change of the way digital services have been built up to now. And we firmly believe that it is urgent to start putting those features at the heart of business models right now.

Why join Wecan?

From your first day, you will actively contribute to the blockchain innovative project used by companies with national and global reach. You will be working on projects to reshape businesses, invent new products, and transform some paradigms using the latest technologies.

Could we spark your interest?

We look forward to receiving your application!

Please send your CV to vincent@wecangroup.ch

Get additional insights on Wecan Group by following us on [LinkedIn](#)

Contract:

Permanent contract

Availability:

As soon as possible

Location:

Geneva, Switzerland

