



OP CRYPTO

JOIN OUR TEAM

Visit our website opcrypto.vc

Fund Operations Specialist

Full-Time (In-person/remote)



Company Description

OP Crypto is a \$50mm+ venture fund dedicated to supporting early stage (pre-seed and seed) projects across the Web 3.0 space, including DeFi, Metaverse/GameFi, DAOs, and infrastructure layers. We're backed by top tier institutional players such as Huobi, Bybit, Galaxy Vision Hill, Digital Currency Group, and Republic, in addition to many notable crypto-native angels. The team has extensive experience in the crypto space as both investors and power users. Our General Partner David Gan led project incubation at Huobi Labs and overseas investment at Huobi Capital for the last three years, bringing projects such as Polkadot, Terra, and Algorand to the APAC market.



Responsibilities

You will be working directly with COO and the General Partner of the firm

- Manage day-to-day team operations with different vendors and service providers (e.g. banks, custodians, fund administrators, legal advisors, tax advisors, auditors, etc)
- Assist with regulatory filings and annual tax and audit activities
- Maintain internal databases on all relevant operational files and records
- Manage expenses and make prompt payment of bills and employee reimbursements
- Assist with investor relations activities such as ad-hoc email campaign and quarterly newsletters
- Identify opportunities to streamline internal processes and gain operational efficiencies
- Assist with any other operational tasks as needed



Requirements

- Undergraduate degree or above, or currently enrolled (for part-time positions)
- Knowledge of Microsoft Office and other office management tools and applications
- Exceptional attention to details and very well organized
- Strong interpersonal skills and a positive 'can-do' attitude
- Comfort multitasking and handling multiple requests from different individuals and departments
- Knowledge of Photoshop and other design tools is preferred
- Knowledge of website design and building is preferred
- Proficiency in verbal and written English



Application

If you are interested, please send your resume with the subject line of "[Fund Operations Specialist Application] Name-School-Major-Graduation Year" to career@opcrypto.vc.