



Operations Associate

Full-time (APAC Remote)

Company Description

OP Ventures Fund I 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.

OP Crypto has also launched OP FOF I to make strategic investments in emerging venture fund managers with specialized vertical or geographical expertise. OP FOF I is backed by Ledgerprime and Mirana and is the first crypto venture fund of funds exclusively focused on investing in emerging managers on a global-scale.

Responsibilities

- Manage day-to-day fund operations with different vendors and service providers (banks, custodians, fund administrators, legal advisors, tax advisors, auditors, etc), gaining exposure to all facets of the fund
- Manage regulatory filings, annual tax and audit activities, and maintain internal databases on all relevant operational files and records
- Assist and develop investor relations activities such as onboarding, ad-hoc email campaign and quarterly newsletters
- Identify and lead projects to streamline internal processes and gain operational efficiencies
- Report in a clear, concise and result driven manner directly to the COO and General Partner of the firm
- Develop relationships with portfolio companies to identify and support their on-going growth needs
- Manage expenses and make prompt payment of bills and employee reimbursements

Qualifications

- Undergraduate degree (BS / BA in Finance, Business, Accounting, Economics or a similar major); professional proficiency in English is a must
- 2 years plus experience and proven track record in finance or operations roles in the financial services or professional service (consulting, big four accounting, etc) industries
- Strong interpersonal and communication skills with a founder mind-set
- Ability to work under pressure and tight deadline in a fast pace environment
- Strong sense of ownership and be accountable for tasks and projects end-to-end
- Exceptional attention to details and very well organized
- Comfort multitasking and handling multiple requests from different individuals and departments
- Knowledge of Google Workplace Suite and other office management tools like Notion, Monday, etc
- Knowledge of Photoshop and other design tools are a plus

Application

If you are interested, please send your resume with subject line of "OP Crypto APAC Operations Associate - [Your Name]" to career@opcrypto.vc



运营助理

全职 (亚太地区，远程)

公司介绍

OP风险投资基金一期是一支规模超5,000万美元的风险投资基金，致力于投资 Web 3.0 领域的早期（种子前和种子轮）项目，覆盖包括DeFi、Metaverse/GameFi、DAO 和基础设施层在内的多元赛道。基金背靠火币、Bybit、Galaxy Vision Hill、Digital Currency Group 和 Republic 等一线机构的支持及注资，同时得到许多知名加密原生天使投资人的投资。基金团队在加密货币领域拥有丰富的经验，既是资深投资者也是实力派用户。

OP Crypto 旗下同时有 OP FOF一期，专注于对具有独特的地域、专业领域优势的新兴基金进行战略投资。OP FOF一期是第一只专注于在全球范围内投资新兴经理人的加密风险母基金。

工作职责

- 协同不同的三方服务商（银行、资金监管商、行政人员、法律顾问、税务顾问、审计员等），管理基金运营层面日常工作
- 管理监管备案文档、税务和审计程序、并对所有内部数据和文档进行梳理和维护
- 拓展以及服务投资者关系，协助管理投资者注资流程、邮件和季度通讯函件的编写
- 挖掘简化内部流程提高运营效率的机会，并负责相关举措的规划和实行
- 简要、精准的向基金COO和GP汇报工作进展和成果
- 发展并维护与基金被投公司的关系，挖掘对方需求以及赋能机会
- 管理基金和员工日常花销和账单

背景要求

- 本科学历（金融、会计、经济、商业或其他相关方向）
- 具备中英文双语工作能力
- 在金融服务或专业服务行业中拥有两年以上的财务或运营相关的岗位经验
- 优秀的交流沟通能力，并具备和创始人一样主导业务的意识
- 在快速工作环境下，具备在压力下满足时间截止要求的执行能力
- 强大的责任心和自我驱动力，对工作项目和任务由始至终负责
- 优秀的细节管理和组织规划能力
- 可以高效的进行多线任务执行，同时与不同部门的不同负责人沟通并协同完成任务
- 熟练使用Google Workplace Suite以及其他办公软件，例如Notion、Monday等
- 掌握Photoshop或其他设计工具为加分项

职位申请

如果你对我们的职位感兴趣，请发送简历到career@opcrypto.vc，标题为"[OP Crypto APAC Operations Associate - [你的名字]]"