

Business System Analyst

jane@synergy1cc.com

Phone :

Web :



Job Summary

Vacancy :

Deadline : Jun 24, 2024

Published : May 24, 2024

Employment Status : Remote

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

About VirgoCX

VirgoCX is committed to making crypto trading safe, easy, and affordable for Canadians. It is Canada's trusted cryptocurrency trading platform and is dedicated to streamlining trading experience and empowering clients with advanced technology, superior liquidity and best-in-class security.

Mission and Vision

VirgoCX's mission is to provide easy and affordable access for all Canadians to buy and sell digital currencies, including Bitcoin, Ethereum, Litecoin, Tether and more. Whether you are new to this world or are experienced, VirgoCX supports you throughout your journey.

Responsibilities:

- Collaborate with Finance, Tech, and Compliance teams to develop and refine Standard Operating Procedures (SOPs) using advanced information systems to enhance operational efficiencies across the organization.
- Utilize sophisticated data analytics tools within our information systems to perform in-depth analysis of key operational metrics, aiding strategic decision-making and operational improvements.
- Employ information systems to monitor and ensure the accuracy and integrity of all financial transactions, with a keen attention to detail and adherence to compliance standards.
- Conduct daily and monthly reconciliation of fiat and cryptocurrency transactions using financial information systems to ensure consistency and accuracy between bank statements and internal records.
- Analyze existing operational processes to identify inefficiencies and provide data-driven recommendations to the management team for procedural enhancements.
- Handle internal and external inquiries effectively using customer relationship management (CRM) system to improve stakeholder satisfaction and operational transparency.
- Support the Trading team with operational tasks such as market making, hedging, and setup of automated trading systems, utilizing real-time data analysis and financial trading systems.
- Undertake various administrative duties as required, facilitated by comprehensive use of document management and administrative information systems to ensure organizational efficiency.

Requirements:

- A bachelor's degree in Computer Science, Business Administration, Information Systems, or a related field, or completion of a college program in Computer Science is required.
- Strong attention to detail and a commitment to accuracy.
- Excellent organizational skills, including the ability to prioritize, plan, and manage your workload effectively.
- Ability to adapt quickly to a fast-paced office environment.
- Excellent communication skills, both verbal and written.
- A strong commitment to teamwork.
- Relevant operational work experience in a financial institution or digital asset company is preferred.
- Bilingualism (Mandarin) is a definite asset.

Job Types: Full-time, Permanent

Pay: From \$50,000.00 per year

Benefits:

- Company events
- Dental care
- Extended health care
- Flexible schedule
- Life insurance
- Vision care
- Wellness program
- Work from home

Flexible Language Requirement:

- French not required

Schedule:

- 8 hour shift
- Monday to Friday
- On call

Supplemental pay types:

- Bonus pay

Work Location: Remote

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
