


## ABOUT SMARTLANDS

Smartlands Platform is developing a worldwide crowdfunding and brokerage Platform for tokenization of real economy assets by issuing asset-backed securities (tokens) using the blockchain technology. We create new exciting opportunities for both private and institutional investors as well as various businesses across multiple sectors of the real economy. The Platform users can establish an infrastructure for security token offerings based on our KYC/AML-compliant legal framework for enhanced investors' protection.

 The role is based in **Vilnius, Lithuania** and is available as full-time or part-time.

To reward our employees for the great work they're doing we offer:

- Work at ambitious international startup
- Career and professional development opportunities
- Flexible working hours



Office  
administrator

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist hiring managers with recruitment procedures
- Assist in daily accounting tasks
- Manage office supplies and equipment, place orders when necessary
- Assist with office space management
- Initiate and organize our collective and team building activities
- Help team members with travel arrangements
- Prepare and handle internal documents
- Help team members with other administrative tasks

## PROFILE OF THE SUCCESSFUL CANDIDATE:

- Bachelor's degree in Economics, Business or related field. Could be a university student in final years.
- Excellent written and spoken English and Lithuanian
- Professional demeanour / presentation skills
- Attention to detail
- Able to identify tasks to be completed and move forward independently without prompting
- Able to effectively and meaningfully communicate with all types of people



Don't miss an opportunity to join the most disruptive industry!  
Kindly send your CV to [careers@smartlands.io](mailto:careers@smartlands.io) with "Office administrator" as the title.