

## **ZTX Foundation, Job Description of Executive Assistant**

Hello from ZTX! We are a crypto metaverse project co-incubated by Zepeto and a top-tier L1 blockchain company.

With a vision to provide an unrivaled crypto-centric metaverse experience for users, ZTX is building an open platform (“ZepetoX”) that empowers 3D creators to monetize their fanbase through NFTs and allows users to apply DeFi to the metaverse and build their own community via interactive games and entertainment.

Founded in 2022, ZTX carries on the legacy of Zepeto, the web2 metaverse business backed by Korea’s largest tech conglomerate Naver alongside investors including SoftBank and Hybe, the \$8 billion music label behind K-pop group BTS. Zepeto is widely regarded as the largest 3D avatar/metaverse platform based in Asia with over 300 million lifetime users.

We are looking for a passionate top-class Executive Assistant who can support our leadership and be part of bringing our vision into reality. If you are passionate about designing new worlds, characters and assets, and want to seize the opportunity of building what could possibly become one of the largest crypto-centric metaverse platforms in the world, we look forward to hearing from you!

### **What you will be doing:**

- Managing bookings or reservations to support an executive.
- Coordinate with third party vendors to arrange taxi services.
- Managing domestic and international travel.
- Assist in visa entry applications and manage tasks associated with travel restrictions.
- Managing expense report coordination and submission.
- Organizing, executing, and assisting with team activities. (staff meeting, all-hands meetings, and team social events)
- Working closely with the leadership team to provide support to the organization.
- Document writing, editing, and readiness.

### **What we are looking for in you:**

- You can speak both Korean and English

### **We offer:**

- Competitive Salary
- Flexible work environment (100% remote)

## ZTX Foundation, Executive Assistant 채용공고

저희 ZTX Foundation은 "네이버 제트"사의 Joint Venture 형태의 스타트업으로, 메타버스 플랫폼 '제페토'의 web3 버전 프로젝트 런칭을 준비하고 있습니다.

IT, 메타버스, web3에 관심 있으신 인재분들의 연락을 기다립니다

### [채용개요]

- 기업명: ZTX Foundation
- 모집분야: 대표이사 비서
- 채용인원: 1명
- 업종: IT, Software
- 기업형태: 외국계 스타트업
- 근무지: 성수동
- 담당업무:
  - Managing bookings or reservations to support an executive.
  - Coordinate with third party vendors to arrange taxi services.
  - Managing domestic and international travel.
  - Assist in visa entry applications and manage tasks associated with travel restrictions.
  - Managing expense report coordination and submission.
  - Organizing, executing, and assisting with team activities. (staff meeting, all-hands meetings, and team social events)
  - Working closely with the leadership team to provide support to the organization.
  - Document writing, editing, and readiness.
- 업무교육 및 인수인계 가능 여부: 인수인계 가능
- 근무시간: 유연 근무제 채택 중

### [채용 내용]

- 고용형태: 3개월 수습기간 후 정규직
- 직급: Executive Assistant
- 급여: 연 3500~4000만원
- 복리후생: 4대 보험, 출근 근무 시 점심 제공 등

### [자격기준]

- 외국어: 영어 중상급
- 우대사항: 영어 가능자

### [채용절차]

- 전형절차: 서류전형 - 2번의 면접 - 합격 여부 전달
- 제출서류: 영문 이력서
- 면접시기: 조율가능

- 입사시기: ASAP이지만 조율가능
- 담당자 및 지원처: [stella@ztx.foundation](mailto:stella@ztx.foundation) 으로 이메일 지원 부탁드립니다.