

We provide hundreds of token & futures trading pairs to help traders to optimize their strategy. We are also one of the top digital asset exchanges by trading volume, serving millions of users in over 100 countries. Our derivatives remains a top-notch venue globally and has a daily volume of approximately \$4 billion and is widely recognized as the golden standard of crypto exchange.

## 1. Job Title: Business Development Associate

### Responsibilities

- Participate in market and fundamental research on specific topics (eg. Blockchain tech, defi, tokenomics)
- Assist on institutional marketing activities
- Assist on creation of product documentation tailored to institutional clients
- Prepare and update sales and product presentation for BDs
- Conduct ad-hoc requests, analysis and studies to help support the business. Topics can be (not exhaustive): detection of client opportunities, competitive intelligence, data extraction, performance of sales teams/clients, KYC reviews, onboarding, offboarding. It involves data crunching and presentation of the results.

**Ideal candidate must have:**

### Requirements

- Bachelors or Masters degree in Business, Finance, Economy, Engineering or similar
- Previous internship experiences in the banking industry would be a plus
- Flexibility, pro-activity, curiosity and capable to multi-task
- Team spirit, collective mindset
- Interest in financial markets and derivative products
- Advanced level in Excel and good command in VBA
- Familiar with Digital visualisation tool (Tableau / Power BI) would be a plus
- Good command of spoken and written English, Mandarin and Cantonese

Application link: <https://boards.greenhouse.io/okex/jobs/4185273003>

## 2. Job Title: Graduate Trainee – Digital Marketing

### **Responsibilities**

- Participate in the creation of social media marketing projects
- Assist the execution of social campaigns & events
- Responsible for the content creation of marketing materials & communication collaterals
- Communicate with project teams for post requests & manage social media calendar
- Provide data insights & reports

### **Ideal candidate must have:**

### **Requirements**

- A university degree in Communications, Marketing, Business, or related disciplines
- Excellent knowledge of social media platforms, especially Twitter & Facebook
- Good command of spoken and written English, Mandarin and Cantonese
- Basic knowledge of financial/ cryptocurrency & blockchain industry
- Creative mindset
- Relative full time, part-time or internship experience of digital & social marketing
- A good team player with good organization and interpersonal skills
- Knowledge of analytical tools
- Ability to multitask & work under tight deadlines

Application link: <https://boards.greenhouse.io/okex/jobs/4185281003>

### 3. Job Title: Graduate Trainee - Human Resources

#### **Responsibilities**

- Responsible for providing support in HR functions;
- Assist in the recruitment process, prepare job advertisement, handle interview arrangement, etc.
- Manage on-boarding and new hire administration and documentation according to policy and legal requirements
- Support the development and implementation of HR initiatives and systems
- Support any training initiatives
- Assist in general support, e.g. data input, filing, leave management and staff movement update, etc.
- Participate in ad hoc projects as assigned

#### **Ideal candidate must have:**

#### **Requirements**

- Undergraduate or Diploma holder Human Resources, Business Administration, Management, or related disciplines.
- Interested in developing a career in HR and possess strong verbal and written communication skills
- Good command of spoken and written English, Mandarin and Cantonese
- Well versed in Microsoft office e.g. Word, Excel
- Mature, flexible, fast-paced and able to work independently
- Self-motivated, willing to learn, detail-oriented with good interpersonal skill

Application link: <https://boards.greenhouse.io/okex/jobs/4185282003>

#### 4. Job Title: Graduate Trainee – Public Relations

##### **Responsibilities**

- Working with internal business stakeholders, marketing, events, and product development colleagues to tell the story of the OKEx brand to mainstream and crypto media who have and have not heard about blockchain, crypto, and OKEx
- Fully aware of market news, trends and competitors' development
- Build rapport with local tech, finance, and crypto related media, both traditional and digital
- Formulating engaging PR content and creative campaigns that can enhance our brand awareness, educate the audience about our products, and make them our customers
- Analyzing and reporting PR performance with your valuable insights to improve our strategies

**Ideal candidate must have:**

##### **Requirements**

- A university degree in Media, Communications, Marketing, Business, or related disciplines
- Strong knack in creativity and story-telling
- Compelling English copywriting skills; understanding of Cantonese and Mandarin is also preferred
- Strong curiosity and passion in crypto, blockchain, tech, and finance, with a self-starter mind to explore new trends in the industry
- Good communication skills and an open mind to work with our young and thriving team

**Application link:** <https://boards.greenhouse.io/okex/jobs/4185283003>

## 5. Job Title: Junior Data Analyst

### Responsibilities

- You will develop self-driven analyses on customer behavior and product usage which drive growth and inform business decisions
- Develop methods and processes to integrate structured/unstructured data from various sources
- Validate and manage large dataset, and analyze the data with quantitative interpretation, distinguishing the most relevant pieces of data
- Assist in reporting and data management
- Your analysis will lead to actionable insights and business opportunities

**Ideal candidate must have:**

### Requirements

- Bachelor's degree in business or a related field, Communications, Marketing, Economics, Public Relations, Statistics, Advertising and Management
- Programming skills (Python, PySpark, SQL, Hadoop)
- Statistical Modelling
- Analytical Techniques and Technology
- Strong communication skills and stakeholder management
- Logical thinking and approach to problem solving
- Eagerness to learn

**Application link:** <https://boards.greenhouse.io/okex/jobs/4185284003>

## 6. Job Title: Junior UX Researcher

### Responsibilities

- Partner with key stakeholders to identify, plan and execute product testing plans
- Design user research studies to evaluate new and existing products
- Conduct qualitative studies including observation, interviews & in-person user testing
- Moderate user testing sessions for new products and software
- Design quantitative studies, including survey writing and statistical analysis
- Synthesize and communicate research findings to inform business and product decisions
- Distill data into actionable insights for internal Design and business teams
- Collaborate closely with UI/UX designers, product managers, and UX writer to ensure insights are understood and implemented

**Ideal candidate must have:**

### Requirements

- Undergraduate degree in Human-Computer Interaction, Psychology, Computer Science, Cognitive Science, or a related field OR comparable UX research experience
- Good command of spoken and written English, Mandarin and Cantonese;
- Well versed in Microsoft office e.g. Word, Excel
- Mature, flexible, fast-paced and able to work independently
- Self-motivated, willing to learn, detail-oriented with good interpersonal skill;

**Application link:** <https://boards.greenhouse.io/okex/jobs/4185285003>

## 7. Job Title: Market Research Specialist

### Responsibilities

- Conduct relevant industry research on digital currency and blockchain industry, form insight into the industry and market, carry out special research, and provide decision support for the company's long-term development goals
- Summarize and refine business logic, and form strategic suggestions for business to help business identify risks and opportunities
- Assist in the formulation and adjustment of cyclical strategic planning, decompose strategic objectives, and plan the implementation steps and paths

**Ideal candidate must have:**

### Requirements

- Bachelor's degree in business or a related field, Communications, Marketing, Economics, Public Relations, Statistics, and Management
- Internship experience in consulting company or Internet industry strategic research is preferred
- Good command of spoken and written English, Mandarin and Cantonese
- Analytical and strong in research
- Flexibility, pro-activity, curiosity and capable to multi-task
- Team spirit, collective mindset
- Interest in financial markets and derivative products
- Eagerness to learn

**Application link:** <https://boards.greenhouse.io/okex/jobs/4185286003>

## 8. Job Title: Operation Specialist

### Job Objective

#### Responsibilities

- Maintain constant communication with analysts, content creators, and other internal parties to ensure proper content distributions and manage content strategy
- Arrange and attend editorial meetings to assure the content being produced will help OKEx's users and the crypto community to understand more about this space
- Service unique request from internal and external OKEx Academy users
- Develop campaigns that translate marketing objectives across business units into clear and motivating creative strategies
- Connect with external content creators and KOLs and maintain good relationships with them for future cooperation opportunities
- Analyze brand tracking, market trends, user needs, and the competitive landscape
- Collaborate with the marketing and PR departments in developing marketing plans, analyzing results, and identifying opportunities

#### Ideal candidate must have:

- Master degree holder with major in journalism, marketing, business administration, or related field
- Well-organized, demonstrate superior communication skills, and know-how to design & convey plans to manage the execution of projects.
- Strong self-motivation, detail-oriented and able to work independently under pressure and tight schedule
- Able to work as a team player, diligent and work independent
- Quick thinking
- Highly motivated and organized
- Good command of spoken and written English, Mandarin and Cantonese

#### Nice to have

- Strong interests in Blockchain or Cryptocurrency or a willingness to learn
- Understanding of trading platforms, software development, and business would be a plus

Application link: <https://boards.greenhouse.io/okex/jobs/4185289003>



## 9. Job Title: P2P Data Analyst

### Responsibilities

- Assist in the implementation of overseas legal currency trading operation projects
- Communicate with internal and external departments and execute projects accurately.
- Analyze the daily new user data and conversion rate
- Take ownership on data collection
- Monitor overseas merchants and institutional clients' orders and trading behavior
- Assist in product operation projects, track product demand status, assist in product improvement, and maintain the project timeline

**Ideal candidate must have:**

### Requirements

- Bachelor's degree in business or a related field, Communications, Marketing, Economics, Public Relations, Statistics, Advertising and Management
- Good command of spoken and written English, Mandarin and Cantonese
- Strong curiosity and passion in crypto, blockchain, tech, and finance, with a self-starter mind to explore new trends in the industry
- Strong in numbers and data analysis
- Attention to detail and good in problem solving
- Good communication skills and an open mind to work with our young and thriving team

**Application link:** <https://boards.greenhouse.io/okex/jobs/4185287003>