

Executive Assistant

U.S. Remote position, Pacific Timezone



About the Company

1touch.io is a U.S.-headquartered and Israeli-based technology. The company ensures automated, real-time discovery, mapping, and tracking of sensitive personal data flow. The company has designed an AI-based sustainable data discovery and management platform, which is called Inventa, to ensure the privacy, security, and governance of data. Our target market is large, distributed, hybrid customers that hold petabytes of information in different structures and forms in different locations - on-prem and cloud.

About the Role

We are seeking a highly organized, proactive, and detail-oriented Executive Assistant to provide direct support to the CEO and assist with company operations, reporting, and special projects. **The ideal candidate brings experience coordinating timelines, communicating with Board Members, Executive Teams and other stakeholders, and ensuring deliverables are completed accurately and on schedule - either as an Executive Assistant or in a project management capacity.** This role requires a can-do attitude, a willingness to learn, strong organizational skills, and the ability to balance multiple priorities in a fast-paced environment, working with teams in multiple time zones.

Responsibilities

- Manage and optimize the CEO's calendar scheduling with multiple time zones, ensuring scheduling of daily activities, planning sessions, 1:1 meetings, board meetings, management, committee, partner, and company-wide meetings.
- Handle expense reporting and travel arrangements.
- Help prepare Board materials and coordinate all meetings related to Board activities.
- Maintain and update distribution lists and the administrative calendar.
- Support strategic initiatives by maintaining and reporting on key metrics.
- Manage and update critical operational company spreadsheets, including pipeline, open support ticket and HR spreadsheets.
- Support HR projects, including data clean-up, reporting requests, and compliance tracking. Manage and maintain employee data within HiBob (HRIS), ensuring accuracy.

Skills & Qualifications

- Strong organizational and time-management skills with the ability to prioritize multiple tasks, work, and coordinate with a global team in multiple time zones.
- Proficiency with Google Workspace (Docs, Sheets, Slides, Drive, Calendar, Gmail).
- Comfortable managing data in Google Sheets, including formulas, pivot tables, and reporting.
- Excellent written and verbal communication skills.
- High attention to detail with the ability to spot and resolve inconsistencies in data.
- Professionalism and discretion when handling sensitive information.
- Ability to work collaboratively across departments in different time zones while maintaining ownership of deliverables.
- Positive, can-do attitude with a willingness to learn and take initiative.