

## Executive Assistant the CEO

### Description

At HackerRank, we help over 2,500 of the most prestigious logos across industries find, hire and upskill amazing developer talent using our SaaS-based Developer Skills Platform. We pioneered and continue to lead the developer skills market with the ethos of "Skills over Pedigree". Everyone at HackerRank is passionate about the mission and we are looking to add smiling faces to help us "Accelerate the World" by making skills matter more than pedigree. This position is full-time and based remotely within the United States working in the PST. As the Executive Assistant to the CEO, you will play a pivotal part in HackerRank's mission to "Accelerate the World" by supporting executives by providing exceptional details to your work. What you'll be working on: You will be the face of the company and love to engage with customers and all members of the organization. Coordinate executive calendars, travel arrangements, and expense reports. Ensure the CEO is well prepared for all engagements. Work independently on projects from start to finish, often under high pressure, with a high degree of visibility. Keep track of project timelines and deliverables. Handle a wide variety of activities and confidential matters with the utmost discretion. Act as the Board of Directors' administrative point of contact with the CEO and executive team. Manage and organize all logistics for Board meetings, including securing and preparing the necessary meeting space and other details. Support the CEO in prioritization, develop action plans, and track workstreams to ensure time and effort are focused on priority areas. Run a cadence for weekly executive team meetings and other strategic meetings on behalf of the CEO. Prepare presentations and project manage annual company kick-off, monthly all-hands, and other ad hoc projects as requested. Partner with other cross-functional teams on key projects and initiatives as needed. What we're looking for: You have 5+ years of experience supporting C-level and executive teams. Must be located in the PST timezone. Proficiency in Google Suite and Slack. Ability to handle sensitive and confidential information with discretion. You have worked with a Board of Directors. You are passionate about attention to detail and ensure your work is thorough from start to finish. You are customer-obsessed and care deeply about delighting them and their needs. You are obsessed with efficiency and want everything to happen smoothly and on time. You are assertive, proactive, professional, and confident. You actively seek possibilities, develop solutions, and anticipate needs. You are tech-savvy and love incorporating new technologies for better efficiency in your daily routine. Nice to have: Experience working in a startup environment. Experience supporting a global team. Benefits & Perks: We have a full package of competitive benefits and perks which include: One-time home office set up stipend. Monthly Remote Work Enablement Stipend. Professional Development Reimbursement. Wellbeing Benefits (Headspace, Cleo, etc). Generous paid time off, paid leave for new parents, and flexible work hours. Insurance for all employees (term life, personal accident, medical) along with medical insurance for their dependents. Employee stock options, flexible work hours, and time off. About HackerRank: HackerRank is a Y Combinator alumnus backed by tier-one Silicon Valley VCs with total funding of over \$100 million. The HackerRank Developer Skills Platform is the standard for assessing developer skills for 2,500+ companies across industries and 24M+ developers around the world. Companies like LinkedIn, Stripe, and Peloton rely on HackerRank to objectively evaluate skills against millions of developers at every step of the hiring process, allowing teams to hire the best and reduce engineering time. Developers rely on HackerRank to turn their skills into great jobs. We're data-driven givers who take full ownership of our work and love delighting our customers! HackerRank is a proud equal employment opportunity and affirmative

### Hiring organization

HackerRank

### Job Location

Remote

### Base Salary

\$ 140000 - \$ 200000

### Date posted

April 25, 2024

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## Contacts

Job listing via [RemoteOK.com](https://www.RemoteOK.com)