

## Executive Assistant - Temporary

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Company: JFrog

Location: Tel Aviv-Yafo

Category: other-general

## Executive Assistant - Temporary

Netanya/Tel Aviv, Israel | CTO Office Share position

At JFrog, we're reinventing DevOps to help the world's greatest companies innovate -- and we want you along for the ride. This is a special place with a unique combination of brilliance, spirit and just all-around great people. Here, if you're willing to do more, your career can take off. And since software plays a central role in everyone's lives, you'll be part of an important mission. Thousands of customers, including the majority of the Fortune 100, trust JFrog to manage, accelerate, and secure their software delivery from code to production -- a concept we call "liquid software." Wouldn't it be amazing if you could join us in our journey?

We are looking for a STELLAR Rockstar to join our JFrog CTO team as an Executive Assistant, and be responsible for providing high-quality administrative support.

The ideal candidate will possess a positive can-do attitude with the ability to wear multiple hats, and be excellent at leading cross-departmental initiatives all while maintaining levels of confidentiality and professionalism at all times.

The position is located in Netanya.

### **As an Executive Assistant in JFrog you will...**

Own, manage and monitor the executive calendar, including on-going tasks and meeting coordination

Attend with C-Level meetings and assist with project management, action items and deadlines

Manage travel and expenses reports

Help plan team activities and off-site meetings

Assist with the onboarding experience for new employees in multiple organizations

Coordinate and manage a departmental budget

### **To be an Executive Assistant in JFrog you need...**

Experience as an Executive/Personal Assistant in a fast-paced continuously growing environment - Advantage

Excellent English, both verbal and written- Must

Great interpersonal and communication skills

Strong organizational skills with the ability to keep on top of multiple projects and prioritize responsibilities

Be available and flexible outside of working hours for occasional tasks and events

Be proficient in MS Word, Excel, and PowerPoint (may assist with PPT presentations)

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