



Executive Assistant

Job Specification

About Optalysys

Enabling a world of secure computing. Harnessing the power of light, we push the boundaries of what is possible in data security by bringing speed to always-encrypted data technology. Through optical computing, we accelerate Fully Homomorphic Encryption (FHE) beyond the capabilities of electrical computing, making secure data sharing and collaboration a reality for everyone, everywhere.

We are committed to building a home for exceptional talent.



What is the Role?

The Executive Assistant (EA) is a key central role within the organisation as it grows.

There are three main areas of focus:

- Support to the Executive team in terms of diary management and meeting organisation, owning the company calendar covering all major repeating meetings from board meetings through to monthly product review meetings
- Being the main point of contact for all travel arrangements including flights and hotel bookings
- Supporting the day-to-day operations of the People team by handling a variety of administrative tasks including managing employee records, assisting with recruitment, and handling employee queries

Key responsibilities:

Executive Support

- Manage complex calendars, scheduling meetings, and coordinating logistics
- Prepare agendas, take minutes, and follow up on action items for executive and other meetings
- Assist with the preparation of presentations and reports as needed

Travel Coordination

- Arrange domestic and international travel, including flights, accommodations, and transportation
- Prepare detailed itineraries and ensure timely travel arrangements for executives and other staff
- Handle any travel-related issues or changes efficiently

HR Administrative Support

- Assist with onboarding new employees, including scheduling interviews and preparing onboarding materials



- Maintain employee records and assist with HR documentation and reporting
- Support the HR team with various projects and initiatives as needed

Communication Management

- Act as the point of contact between executives and internal/external stakeholders
- Draft and manage correspondence on behalf of executives

Office Management

- Help maintain an organised and efficient office environment
- Coordinate office supplies and equipment as necessary

About You

We are looking for someone with proven experience of working as an Executive Assistant, delivering exceptional time management and attention to detail, while building positive and collaborative working relationships. You will have:

- Experience of working with executive teams for 3+ years, ideally in a technology or start-up environment
- 3+ years' experience of using HR systems
- Knowledge of recruitment processes such as job posting, candidate screening and selection techniques
- Familiarity with pre-employment checks like background screening and reference checks
- Basic knowledge of foundational employment legislation, including working hours, leave entitlements, right to work, anti-discrimination laws, and employee rights
- Knowledge of data entry, employee record-keeping and reporting using HR tools