



**Position:** Executive Assistant to CEO

**Kaieo Healthcare:**

Kaieo Healthcare is India's First market accelerator for medical devices and diagnostics. Kaieo works as a modern market accelerator for medical device startups and companies that want to expand their business in India. The potential of the Indian market is huge, but its challenges are also very unique. We help our potential partners strategize their beachhead market and region within India, and also enter into a commercial partnership with them. Kaieo is driven by commercializing global and local health innovations that push the standard of healthcare in India.

**Work Culture:**

Kaieo's team is composed of motivated young individuals and experienced entrepreneurs who are passionate about raising the standard of healthcare in India through a myriad of activities. We work in lean teams combined with a commercial network that we have established over 20 years. Thus, the core team is structured like a startup (if selected you will be a part of this team) where you are given ownership of your tasks, and your contribution actually pushes what we achieve as a company. If you are a fresher, that's great. If you have experience, that's great as well. But if you don't know something, we will always expect you to learn and improve. We firmly believe that once you are a part of Kaieo, you are always a part of Kaieo.

**Position summary:**

As an Executive Assistant to the CEO, you will work with the CEO (50% of the time) on personal tasks and anything assistant-related (e.g., responding to emails, appointment scheduling, taking notes, online research, preparing and updating various databases) and help manage administrative aspects (50% of the time) of Kaieo Healthcare operations related to the CEO's day-to-day activities (e.g., structuring data & generating reports and presentations). Background in healthcare or real estate is not required but you should definitely have an appetite for learning! Kaieo Healthcare is in the midst of a period of rapid growth, and thus, as with any startup, this role and its responsibilities are likely to shift and/or expand over time.

**Note:** This position will be a 1-month **full-time in-person** paid internship opportunity. The stipend will be between Rs. 18,000 - 20,000 per month for the duration of the internship. A full-time offer will immediately be extended after the internship if we find you a good fit for the company. A full-time role will pay between 3 - 4 Lakh Indian Rupees per annum based on our determination for your fit for the role and our organization. *Candidates will be directly considered for a full-time Job without an internship if an immediate fit is identified.*

## **Responsibilities:**

- Personal Assisting the CEO - As mentioned, about 50% of your work will be focused here. This category includes things like general internet research, responding to emails, scheduling appointments, and any other administrative task the CEO needs assistance with. We know it has nothing to do with Kaieo Healthcare -- but help is still needed here! Comes with the territory.
- Writing and Editing - You'll be involved in helping the Kaieo Healthcare Team update, edit, and organize various internal and external documents, like emails to community members, newsletters, blog posts, clinical newsletter, brochures, legal documents and other content that gets shared with our growing network.
- Conducting meetings, presentations, and daily email communication with/on behalf of the Co-founders.

## **Job requirements:**

Kaieo Healthcare is a fast-moving, quickly expanding startup, and can sometimes have the chaotic atmosphere to prove it. With this in mind, successful candidates for the part-time Executive Assistant to the CEO position should be able to check many of the following boxes:

- You are very detail-oriented, organized, and enjoy administrative work
- You do what you say you are going to do, when you say you are going to do it
- You're comfortable working independently and remotely - and know what this feels like
- You can be trusted with confidential information
- You have an entrepreneurial mentality and aren't afraid to challenge varying ideas and opinions with your own
- You're a clear, crisp communicator and value brevity in your conversations
- You are able to adapt on the fly and handle unforeseen developments with ease
- You are extremely polite and responsive - (this is super important, as you will be representing the CEO and Kaieo Healthcare in many different correspondences with team members, VC investors and other professionals)
- You're somewhat familiar with business productivity tools such as Rock, Slack, Google Drive and MS Office
- You're junior in your career and eager to learn the experience of working at a startup
- You have experience in content writing or relevant projects in the space.
- You have professional fluency in English (oral and writing). Verbal Fluency in Marathi is a plus.
- You have enthusiasm for healthcare and real estate.
- You are willing to travel locally and intra-state (same-day travel almost always)
- You have a valid driver's license (two-wheeler and/or four-wheeler).
- You are able to work full-time (40+ hours/ week) in Pune, India.
- Experience in graphic designing is a plus.

## **Preferred Qualifications:**

- Masters/Bachelors in Business Administration/ Healthcare/ Life Science with enthusiasm in medical devices.
- Masters/ Bachelors in Mass Media/ Communications / Literature/ Commerce.

## **Benefits:**

- Mentoring and training opportunities with experienced and accomplished business professionals and entrepreneurs.
- Learning a little bit of everything. Probably the best environment to hone your skills if you are interested in entrepreneurship or applying for a graduate role in management.
- Networking opportunities with companies and founders in the US and India.
- Understand how startup entrepreneurs validate their problem and propose a solution, and use that information to pivot or proceed.
- Learn to take ownership of Businesses and guide strategic company direction with almost as much influence as the business leaders themselves.
- Time-off on weekends and National Holidays.
- Certificate after completion of internship and letter of recommendation

Kaieo Healthcare is an Equal Opportunity/Affirmative Action Employer. We do not unlawfully discriminate on the basis of race, color, religion, age, sex, creed, national origin, ancestry, citizenship status, marital or domestic or civil union status, familial status, affectional or sexual orientation, gender identity or expression, genetics, disability, military eligibility or veteran status, or any other protected status.

## **Applying:**

- Please apply by submitting your cover letter describing your interest in this position and your resume to [connect@kaieohealthcare.com](mailto:connect@kaieohealthcare.com). **Your application will not be considered without the submission of the cover letter and resume.**
- The subject of the email should be: Applying for Executive Assistant\_Your Name.
- If you don't hear back from us within 10 days of applying, please contact [connect@kaieohealthcare.com](mailto:connect@kaieohealthcare.com)
- Successful applicants will have to complete an assignment to proceed to the final interview.