

Executive Assistant

Full-Time Rs.5-8 LPA (based on skills) 2+ yrs experience

SUMMARY

Support leadership team as an AI-powered operational backbone, managing calendars, communications, and workflows using AI tools to 10x productivity.

ABOUT THE ROLE

Join a stealth-mode AI company that's building autonomous agents for real business workflows - not chatbots. We're AI-native from day one, with paying clients across North America, Europe, and India. This isn't about managing calendars the old way - it's about using AI to 10x your impact as the operational glue holding a fast-moving startup together. If you already use AI tools to save hours every week, you'll thrive here.

WHAT YOU'LL NEED

- 2-4 years experience as Executive Assistant, Executive Coordinator, or in Founder's Office
- Active daily use of AI tools (ChatGPT, Claude, Gemini) for real work tasks
- Excellent written and verbal communication in English
- High proficiency in Google Workspace and/or Microsoft 365
- Strong organizational skills managing multiple priorities simultaneously
- Comfortable with fast pace, ambiguity, and changing priorities

NICE TO HAVE

- Experience in a startup or tech company environment
- Exposure to project management tools (Asana, Linear, Monday)
- Basic understanding of how AI/LLMs work beyond just using them
- Experience coordinating across multiple time zones (US/Europe/India)
- Track record of automating workflows using no-code tools

THE STACK

ChatGPT · Claude · Notion AI · Zapier · Otter.ai · Fireflies · Google Workspace · Slack

Apply or refer someone:

<https://recruit.keemakr.ai/apply?role=executive-assistant>

Questions? a@keemakr.ai

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