KeeMakr.ai

OPEN ROLE · KEEMAKR AI

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://hr-kee.vercel.app/apply?role=executive-assistant

Questions? a@keemakr.ai

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