

Executive assistant to CEO (Bengaluru)

CLOUDPHYSICIAN

Cloudphysician is a healthcare company reimagining the delivery of critical care through patient-centric solutions. We use our advanced technology, designed and developed in-house, to increase access to care, all across the globe.

Our Care Center, based in Bangalore, is staffed 24/7 by a highly qualified and trained critical care team that includes super-specialist doctors, nurses, dieticians, and pharmacologists. The clinical team uses our proprietary platform, RADAR, to connect to hospital ICUs to oversee and manage the care of critically ill patients across multiple regions. RADAR, built by our team of technology experts, incorporates automation, computer vision, real-time video, and data analytics to help expert care providers connect to and provide care to patients.

As of March 2022, we have cared for nearly 40,000 intensive care patients across 16 states in India and saved numerous lives. Learn more at: www.cloudphysician.net.

JOB DESCRIPTION

We are looking for an Executive Assistant to take on a variety of administrative responsibilities and who can keep up with our CEO's supersonic brains and schedule. Your primary responsibility will be to manage the day-to-day schedule and operations of the CEO's office. As Cloudphysician continues to grow and add to its headcount, your role will entail working with the executive office to plan ahead for expansion and ensure that the CEO is periodically meeting with the different teams - this is important from both a strategic and operational level. This is a unique role that will give you insight into decision making process and you will have the opportunity to understand what it takes to grow a business. This role is ideal for a proactive problem-solver. You will be the CEO's goto person who will have the paramount responsibility of making sure everything stays on track, all the time!

- Managing the day-to-day operations and schedule of the CEO's office. This will include collaborating with other teams
- Oversee strategic initiative projects and conduct relevant research
- Implementing programs, managing multiple stakeholders and timelines.
- Format information for internal and external communication – memos, emails, presentations, reports
- Take minutes during meetings. This includes prioritizing a list of follow up and action items coming out of the meeting
- Manage travel, expense policy and prepare expense reports
- Securely and methodically maintain confidential and private documents
- Evaluate the subscriptions and memberships that the organization needs and renewed in a timely manner
- Someone who can crack milestones and communicates to all stakeholders
- Keeping track of things

Cloudphysician Healthcare Pvt. Ltd.

7, Bellary Road, Ganganagar, Bengaluru, 560032

CIN: U74999KA2017PTC102283

E: info@cloudphysician.net

Ph: +91-80-2309 2922

www.cloudphysician.net

PREFERRED QUALIFICATIONS

- Real time project management experience
- Mass communication as an educational background- Not mandatory
- Outstanding organizational and time management skills
- Excellent verbal and written communications skills- mandatory
- Excellent MS Office knowledge or Google suite knowledge
- Attention to detail
- Strong interpersonal skills and the ability to build relationships with internal and external stakeholders
- A proactive approach to problem-solving with strong decision-making capability
- The ability to handle confidential information with discretion
- Bachelor's degree
- Experience 1-5years

How to apply

If you are interested. Please send your resume to careers@cloudphysician.net along with two references