

Personal Assistant

We are seeking a highly organized and proactive Personal Assistant to support the CEO of our fast-growing tech startup in Austin, Texas. The ideal candidate will have excellent communication skills, the ability to multitask, and a strong attention to detail. The Personal Assistant must be able to work across multiple time zones and be able to adapt to a changing schedule.

What you'll do:

- Manage the CEO's complex schedule, including scheduling appointments and coordinating travel arrangements
- Handle a wide range of administrative tasks, including travel plans, event planning, and correspondence
- Act as the primary point of contact for the CEO and liaise with team members, clients, and external stakeholders as needed
- Anticipate the needs of the CEO and take initiative to ensure that all tasks are completed efficiently and effectively
- Maintain confidentiality and handle sensitive information with discretion
- Assist with ad-hoc projects and tasks as needed.

About you:

- Previous experience in Administration - advantageous
- Ability to effectively manage the CEO's schedule and handle a wide range of administrative tasks
- Strong communication and interpersonal skills, with a high level of professional English and the ability to effectively liaise with team members, clients, and external stakeholders
- Proficiency in Microsoft Office and Google Suite, with strong attention to detail and the ability to multitask effectively
- A proactive and self-starter approach, with the ability to anticipate the needs of the CEO and take initiative in a fast-paced environment
- A positive attitude and professional demeanor, with a commitment to maintaining confidentiality and handling sensitive information with discretion
- The ability to work independently and as part of a team, with excellent problem-solving skills and the ability to think on your feet.
- The ability to work across multiple time zones

About NeuraLight:

NeuraLight is a VC-backed venture on a mission to transform the lives of billions of people impacted by neurological disorders by digitizing neurological evaluation and care.

Our AI-driven platform integrates multiple digital markers to accelerate and improve drug development, monitoring, and precision care for patients with neurological disorders.

The technology behind the platform includes proprietary Machine learning algorithms, which automatically extract a host of digital oculometric markers from facial videos captured with a standard smartphone or webcam.

NeuraLight's founders are repeat entrepreneurs and industry veterans (including the co-founder of Chorus.ai and the founding CTO of Flatiron health), leading a 30-strong team supported by renowned neurologists and 2 Nobel laureates as well as a stellar Scientific Advisory Board. They have raised \$30.5M to date.

Our Core Values:

We are on an urgent mission

- Both as a team and as individuals we are driven by a mission to transform neurology and save and improve people's lives.
- The stakes are high, and we understand we need to take risks and be bold. We avoid stagnation, make decisions as soon as possible, and do our best to make progress, and deliver quickly and effectively.

We are psychologically safe

- We encourage everyone to speak up, be vulnerable and take initiative with ideas, questions, concerns or mistakes.
- We respect everyone and take their thoughts and opinions seriously.
- We celebrate each other as individuals and professionals, we are an empowering team.

We enjoy the ride

- We believe the journey is not less important than the goal, so we do our best to enjoy the ride.
- We are proud of what we do and celebrate our successes, we exude optimism in face of the serious and long-haul challenges we face.

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