

Contents

- [About Wysa](#)
- [Wysa's Achievements, Investors & Partners](#)
- [Role & Responsibilities](#)
- [Qualifications & Skills](#)
- [Why work at Wysa?](#)
- [About Wysa's Team](#)
- [In Their Own Words](#)
- [Buzzwords](#)
- [Contact Details](#)



About Wysa

Wysa is a **chatbot** that helps people deal with **depression, stress, anxiety, sleep** and manage mental health.

Wysa's Achievements

Wysa is a cutting-edge AI-guided empathetic chatbot that is a global tech leader in mental health.



Investors



Partners



Role & Responsibilities

The ideal person for the job will be a proactive problem solver with exceptional communication skills and a meticulous attention to detail. As an Executive Assistant he/she will be responsible for supporting the Founders, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

- Manage the Founders calendar and schedule appointments with clients, internal departments, external stakeholders, other agencies and departments.
- Ensure Founders availability to attend events and secure in the calendar
- Follow up to ensure scheduled meetings take place and prioritise meetings to ensure there are no duplicate/overlaps
- Provide support to the Founders with respect of official matters and provide necessary assistance
- Manage the day-to-day activities of the Founders office, make necessary arrangements and representations where the Founders are not available
- Managing information flow in a timely and accurate manner, especially to investors
- Coordinate travel arrangements with Finance in terms of flight bookings, accommodation and car hire
- Format information for internal and external communication – memos, emails, presentations, reports
- Ensure follow up from meetings
- Work with cross functional teams for review/drafting of documents to be submitted to the Founders for signature
- Ensure all documentation is presented in the correct format for submission to the Founders
- Screen and direct phone calls and distribute correspondence

Qualifications & Skills

- 2 to 4 Years of work experience as an Executive/ Personal Assistant or similar role
- Outstanding organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Self starter - will learn a lot from founders but may not have day to day supervision
- Thrive in an intense, do-it-yourself, start-up environment.
- Ability to work well within a cross-functional team environment
- Excellent management, time-management, and problem-solving skills.
- Bachelor Degree (Any)

If you are all this with a heart of empathy, it's always a plus.

Why work at Wysa?

Take **ownership** and be an integral part of a **fast-growing startup**. You will build valuable skills as a professional while also making friends for life.

Get a chance to work closely on the latest tech offered by Apple, by attending events hosted by Apple. Wysa was one of only 10 startups chosen for the [Apple entrepreneur camp in 2019!](#)

We offer **flexible work hours**, a possibility for a **fully remote job**, and a culture where you thrive and are rewarded for being a smart worker

Join our team for an exciting, challenging, and fulfilling role!

About Wysa's Team

Global Team - The team comprises people from all over the world and is distributed around the world. Expand your horizons by working with a multicultural team

Industry Leaders - The founders and senior team members are from IITs, IIMs, London School of Business and have held top positions across Goldman Sachs, Pearson, and Microsoft leading cross-functional global teams. Work with and learn from the very best

Passionate Colleagues - Work with passionate hard-working colleagues who will push the boundaries and only deliver the best

In Their Own Words

"Working for Wysa has helped me understand myself, my work style, and my interests better. Wysa has an unmatched work culture and a constant learning spirit that becomes a part of your personality. I couldn't have chosen a better place to start my career!"

-Sauparnika Rai, Manager-Finance and Operations

Buzzwords

Google-funded, VC funded, profitable, has achieved breakeven, global team, global customers, product company, Apple awarded product, Harvard research partner, Google Play Best App of 2020, Made in India, Made for the World

Contact Details!

If you are sold, please fill out this [Google Form](#) to apply.