CAREERS · OPERATIONS

Executive Assistant — Operations

Keep the founder's and the operations team's day organised — and make sure every decision is followed through

1 position | Coimbatore office | Full-time

The role

Be the person who makes sure nothing falls through the cracks. You run calendars, meetings and travel, turn decisions into tracked actions, and follow them up until they are done.

What you will do

- Manage the founder's calendar, meetings, customer visits and travel, and keep everyone informed when plans change.
- Take clear minutes, turn decisions into actions with an owner and a date, and follow up until each one is closed.
- Prepare documents, presentations, letters and trackers; keep files organised and easy to find.
- Coordinate with sales, service, finance and vendors on paperwork, approvals and deadlines.
- Handle confidential information with care and discretion.
- Use AI tools and spreadsheets to save time on drafting, summaries and tracking.

Who we are looking for

- 1–5 years as an executive assistant, office or operations coordinator, or similar.
- Highly organised: you keep a tracker, set reminders and close loops without being asked.
- Clear written English; Tamil is a plus for working with factories and vendors.
- Comfortable with Google Workspace or Microsoft Office, and spreadsheets beyond basic entry.
- Calm under changing priorities; you tell people early when something will slip.

Your first year

- First 30 days: learn how the company runs — the people, customers, recurring meetings and documents.
- By 60 days: run the calendar, meeting notes and action tracker yourself.
- By 90 days: every leadership decision has an owner and a date, and the weekly review shows what is done and what is overdue.

About CountAI. We build AI, computer vision and robotics for the factory floor. Knit-i inspects fabric live on circular knitting machines and stops the machine the moment a defect starts — trusted by 30+ factories in 7 countries, and winner of the Intel Edge AI Software Excellence Award 2026. Co-founded by an IIT Madras alumnus in Coimbatore.



Apply in about 10 minutes

Scan the code, or go to **counton.ai/careers/executive-assistant-operations**

Know someone who fits? Forward this to them.