

## As an Assistant to the CEO

at Mobio Interactive

### You will

- **Provide effective and accessible healthcare to every human**
- Support the company's global operations at the administration and consumer levels
- Organise files, correspondence, schedules and travel arrangements
- Take notes at important meetings (usually in English)
- Coordinate communication between the CEO and important stakeholders
- Work with translators to ensure the company's documentation and consumer-facing products are error-free in all relevant languages
- Engage with other initiatives as demand arises
- Work towards your own personal long-term goals

### You have

- Passion for data-driven excellence
- Unshakable integrity as required to work in healthcare
- Commitment to a transparent idea meritocracy

### Requirements

- Minimum 1 year experience as an Executive Assistant or equivalent role
- Fluency in English and working proficiency in at least 1 additional language
- Strong command of Microsoft Office programs Power Point, Word and Excel
- Interest in long-term projects that mutually advance the company's and your interests

### Nice-to-haves

- Experience in healthcare
- Strong writing skills

### You will be

- Compensated relative to experience
- Working from anywhere in the world, and open to living in Singapore

### To apply

- Send letter of interest and CV by email to [mi@mobiointeractive](mailto:mi@mobiointeractive) with the subject header "[Asssitant to the CEO]"