

Founder's Office – Job Description

The Founder's Office is a high-impact role working directly with the Founder to drive strategic initiatives, streamline operations, and execute cross-functional projects. This position demands analytical thinking, ownership, and the ability to turn ideas into action.

Key Responsibilities

- ♦ **Strategic Support** – Assist the Founder in planning, research, decision-making, and business reviews.
- ♦ **Project Management** – Lead and track high-priority projects; ensure timely execution across teams.
- ♦ **Cross-Functional Coordination** – Align with sales, marketing, ops, HR, finance, and product to move tasks forward.
- ♦ **Process Improvement** – Identify operational gaps and build scalable systems and workflows.
- ♦ **Business Analytics** – Maintain dashboards, track KPIs, and highlight risks, trends & opportunities.
- ♦ **Communication & Documentation** – Prepare presentations, briefs, reports, and internal updates.
- ♦ **Special Projects** – Handle confidential, strategic, and ad-hoc assignments directly from the Founder.

Key Skills

- ✓ Strong analytical & problem-solving skills
- ✓ Excellent communication & presentation abilities
- ✓ Project and stakeholder management
- ✓ High ownership, agility, and adaptability
- ✓ Ability to work under ambiguity and tight timelines
- ✓ Strong business acumen and structured thinking
- ✓ Proficiency in Excel/Sheets, dashboards, and basic analytics tools

Requirements

- ✓ Education from premier institute
- ✓ 0–3 years experience
- ✓ Ability to manage multiple projects simultaneously
- ✓ Strong interpersonal and coordination skills

