Executive Assistant and Office Manager

Founder Support and Office · Series A Team · AUX-PPL-SA-02

Reference	AUX-PPL-SA-02	**Level**	Mid-level, 5+ years
Reports to	Dr. Mamdouh Yanni, Founder and CTO	**Location**	Dubai
Employment	Full time, UAE employment contract	**Start**	From our Series A round

About Auxionetics

Auxionetics Artificial Intelligence L.L.C S.O.C is an IP-led robotics company in Dubai. Our patent-pending technology aims to let people and robots work safely side by side, and its first use will be the Smart Robot Mechanic: a car-service bay in which two collaborative arms will take on the repetitive, physically demanding work while a skilled technician stays in charge of every job. Six US patent applications and an international (PCT) application have been filed. We will run our own workshops in Dubai and license our Human-Robot Collaboration platform once it runs reliably in daily operation.

Why this role matters

A founder's time is the company's scarcest resource. You will protect it: run the calendar, meetings, travel and correspondence, keep the office and records in order, and make sure nothing important falls through the cracks.

What you will own

- **Founder support.** Manage the Founder's calendar, meetings, travel and correspondence.
- **Investor and board meetings.** Prepare packs, minutes and follow-ups.
- **Office.** Run the office: suppliers, equipment, visitors and facilities.
- **Records.** Keep company files, contracts and filing systems organized and confidential.
- **Coordination.** Coordinate between the leadership team, partners and service providers.
- **Events.** Organize events, visits and trade-show attendance.

Minimum qualifications

- 5+ years as an executive assistant or office manager, ideally to a founder or senior executive.
- Excellent organization, discretion and written English.
- Advanced Microsoft 365 skills.

Preferred qualifications

- Arabic.
- Experience in a start-up or technology company.
- Experience with investor or board meetings.
- A UAE driving license.

Your first year

By	What success looks like
3 months	Calendar, filing and office systems running smoothly.
6 months	Investor and board meetings supported end to end.
12 months	Office and records ready for a growing team and the next round's data room.

How we work

- **Safety first.** Every site, process and decision starts with the safety of people near our robots and in our workshops.
- **Measured, not claimed.** We set targets, measure them, and report what we find, to our team, partners and investors alike.
- **Written and accountable.** Small teams, clear owners, decisions written down.

What we offer

- An early role in a company set to scale its robotic workshops, working closely with a founder who has almost 30 years of engineering experience, including 12 in Silicon Valley.
- A competitive salary; company-paid visa, work permit and health insurance; annual leave and end-of-service gratuity under UAE law.

Conditions. Every offer is conditional on the close of our Series A round, satisfactory checks, a UAE work permit, and an agreement assigning to the company the IP created in employment.

> **How to apply.** Email your CV and a short note on the executives you have supported to careers@auxionetics.com, quoting AUX-PPL-SA-02. Shortlisted candidates will have an interview and a short practical exercise with Dr. Mamdouh Yanni. CVs are used only for recruitment and deleted within 12 months unless the candidate joins us. **Auxionetics is an equal-opportunity employer** and selects on merit alone.