

## Chief of Staff CDI

Apply: [jobs@kiro.bio](mailto:jobs@kiro.bio)

**Location:** Paris

**Starting date:** As soon as possible

**Requirement:** Master's degree (or equivalent)

### KIRO'S MISSION

Founded in 2019, Kiro is the first AI-powered digital health platform for clinical biology in Europe. It develops new approaches to medical biology using medical-grade artificial intelligence and cloud technology and leverages laboratory results to bring better outcomes for patients.

Developed in partnership with leading laboratories, hospitals and physicians, and already used by millions of users, Kiro's solutions provide personalized and easy-to-understand results for patients and caregivers while helping healthcare providers better follow and treat their patients with real-time clinical decision support tools (prevention, diagnosis...).

It is an exciting journey - Come be a part of it!

### YOUR ROLE & RESPONSIBILITIES

What does it mean to be Chief Of Staff at Kiro?

We're a small start-up with every intention of becoming a major player fairly quickly: that's where the role of Chief of Staff comes into its own.

We're opening up the position of Chief of Staff "to pave the way". We don't want to grow too quickly, but we're very ambitious.

The field of Healthtech is still in its very early stage, and we still have so much to discover.

You are above all a facilitator: spreading Kiro's values and mission must be why you get up in the morning.

- Proactively identify any opportunities that could add value to Kiro and its business.
- At a strategic and operational level, you ensure that projects fit perfectly with the organization and that responsibility is correctly allocated between departments and management.
- You will help Alex to implement and ensure the proper execution of the company's overall strategy and day-to-day operations.
- Identify improvement opportunities and help scale Kiro's business processes
- Help set and manage OKR and KPI at company level and in support of various teams
- Be a team player and thought partner for the whole organization

## BUT WHY KIRO?

- For our vision: personalized medicine will become a reality and every patient will have access to the right prevention, diagnosis and treatment at the right time, based on global health information and making it universally accessible and useful
- We are people person : Work within a young and dynamic team willing to transform healthcare with a positive impact at scale. We aim at improving the lives of millions of patients, and that's everyone of us wake up every morning
- To be part of an exciting journey in the Healthtech industry: Be at the heart of France's most dynamic startup ecosystem
- To have a real impact: Join a recognized, multi award-winning startup, where your position will be key for the company's success. We are trustful team players and frame our work environment as the best means to make lasting contributions
- For the K'heroes : Be part of a diverse team that likes nothing more that working hard and playing hard together
- Building the future with us: Kiro is developing its technology and platform, backed by more than 150,000 monthly active users, following its recent €13.8 million Series A round led by Sofinnova Partners
- For what we value most: nurturing intellectual curiosity, never stop to learn and improving, real customers understanding and caring, expand our own boundaries, a trustful team player and last but not least : sit down, be humble

## OUR NEXT TEAMMATE

Some of the main characteristics we're looking for:

- Meticulous and well organized : Excellence is one of our drive
- Results driven : Get things done!
- Strong team spirit: Trust your teammates's ideas but challenge it if it's necessary
- People person: We REALLY care
- Growth over ego : Sit down, be humble
- Flexibility: Agility to multitask and prioritize in a rapidly changing environment in the face of many competing priorities
- Think ahead: Strong reasoning and analytical thinking
- You have 3-5 years of experience in investment banking, venture capital, corporate strategy or strategy consulting
- You have a Business or Science degree and are fluent in French and English

## WORKING ENVIRONMENT & ADVANTAGES

By joining Kiro, you will have the opportunity to:

- Work in a dynamic and ambitious start-up on a mission to transform healthcare.👏
- Join a recognized, multi award-winning start-up, in a critical role 🌟
- Be part of a diverse team that likes nothing more that working hard and playing hard together 🍷
- Icing on the cake: Have an attractive package, Alan Health, Swile lunch card and much more 🎉

## Do you have what it takes?

Send your CV at [jobs@kiro.bio](mailto:jobs@kiro.bio)

More information about us on [www.kiro.bio](http://www.kiro.bio)