



## **BioQube Matrics Private Limited**

**Job Title:** Chief of Staff

**Location:** Noida

**Experience:** 3-6 yrs

**Type:** Full-Time

### **About Us:**

At Bioqube, we're transforming the future of identity and security. As the world's first Web 3.0-ready, AI-powered biometric platform, Bioqube is a trailblazer in multi-factor, multimodal decentralized digital identity. Our platform delivers cutting-edge, real-time data analytics, effortlessly integrating across devices without specialized hardware. From border security to banking, our versatile solutions redefine security across industries. Join us as we unlock a safer, smarter, and more connected world, where digital identity is secure, seamless, and future- proof.

Learn more at: <https://bioqube.ai/>

### **Job overview:**

Bioqube is now looking for a Chief of Staff to join the business and help the Founder & CEO manage the organization across the entire business including sales, marketing, operations, and strategy.

### **Responsibilities:**

- Serve as an advisor to the Founder/CEO on business strategy across all parts of the business
- Own, manage, coordinate and drive execution for all strategic projects
- Drive operational efficiencies across the business to make sure everyone is on track
- Troubleshoot operational issues independently to align with strategic objectives
- Monitor operations and perform various administrative tasks to help the planning and executing of business plans
- Assist with team building, hiring and mentoring to the wider business

Email: [info@bioqube.ai](mailto:info@bioqube.ai)

Website: [www.bioqube.ai](http://www.bioqube.ai)

Corporate Office Address: B-92, Sector 63, Noida- 201301, U.P, India



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### **Requirements:**

- Someone with at least 3 to 6 years of experience
- Someone excited about joining a 0 to 1 journey
- Prior experience in SaaS/PaaS or consulting would be an advantage
- Someone structured, precise, and great with multi-tasking without oversight
- Someone who is comfortable in a fluid, ambiguous environment

### **How to Apply:**

Interested candidates should submit their resume and a cover letter outlining their relevant experience and why they are a good fit for this role to [hr@bioqube.ai](mailto:hr@bioqube.ai)

Email: [info@bioqube.ai](mailto:info@bioqube.ai)

Website: [www.bioqube.ai](http://www.bioqube.ai)

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