

## Summer Startup Operations Associate

Netramind Innovations is an early-stage ophthalmic AI company building software tools for pharmaceutical research and ophthalmic imaging analysis. We are seeking a proactive undergraduate student interested in startups, entrepreneurship, and business operations to join our team this summer.

This is not a traditional corporate internship; it is a hands-on operational role working directly alongside startup leadership. The right candidate will gain real-world experience across finance, operations, HR, compliance, sales support, and business administration.

### Responsibilities

- Support the finance team with needs ranging from preparing financial models for fundraising, to supporting day-to-day tasks of AP/AR and QuickBooks Online
- Take a leadership role in sales funnel efforts, including social and digital media outreach
- Assist HR with contracts, documentation, and filings
- Oversee business-related QMS/compliance efforts and SOP tracking

### What We're Looking For

- Highly organized, detail-oriented, and proactive
- Comfortable doing operational and administrative work
- Quick learner who works independently with minimal hand-holding
- Interested in startups and how companies operate behind the scenes
- Excited about using AI and automation to improve efficiency

We are especially interested in candidates who are excited about using AI tools and automation to improve operational efficiency. Our goal is not simply to have someone manually complete repetitive administrative work. We want someone who constantly asks:

- Can this process be streamlined?
- Can this workflow be automated?
- Can AI reduce repetitive work here?

The ideal candidate will help build systems and processes that make the company more efficient over time, even if that means reducing the need for some of the tasks they initially take on.

Someone who succeeds in this role will not just execute tasks; they will improve how the company operates.

### Compensation & Schedule

- \$18/hour
- 30–40 hours/week during the summer
- Hybrid, with regular in-office check-ins
- Potential opportunity to continue beyond summer for the right candidate