



Executive Assistant

Location: Albuquerque, NM

Terms: Part-time

D-Rev is seeking an energetic and mission-driven Executive Assistant as we bring high quality medical technologies to low-resource environments around the world. You will be fundamental in coordinating and managing daily operations and maintaining effective communication between internal and external relationships. Reporting to the Chief Growth Officer, you will be a key member of the team and critical to the future success of the organization. The ideal candidate is a hands-on lifelong learner who integrates broad technical, design, and business expertise and thrives working in a fast-paced startup environment. We look for those unique, self-motivated individuals who will join with us to unabashedly and relentlessly close urgent healthcare gaps with medical technology.

Responsibilities

D-Rev plans to rapidly expand its portfolio through in-house development, technology acquisitions, and partnerships that promise to address key global health issues. You will be instrumental in executing this strategy by:

- Assist the COO and Chief Growth Officer in day-to-day coordination and management of schedules and general responsibilities
- Manage and organize email inboxes, craft professional responses, approve employee requests according to policies, and/or forward messages to the appropriate departments
- Ensure execution and digital recordkeeping including filing of NDAs, contracts, and other business documentation
- Coordinating meetings, including booking rooms, teleconferences, and reservations
- Coordinating any necessary travel arrangements

Requirements

- Bachelor's degree or equivalent knowledge or experience
- Is prepared to wear multiple hats and work in a fast-paced, start-up environment
- Ability to handle highly sensitive and confidential information
- Strong communication skills, both written and verbal, with high attention to detail
- Ability to handle simultaneous projects, and work independently and efficiently
- High proficiency with digital platforms including Zoom, DocuSign, etc.
- Confidence and skill with phone communication, sometimes including cold calling, across cultures, industries, and timezones
- Flexibility in working hours to support international teams and travel, as required



About D-Rev

D-Rev believes that good health is a human right. The need for quality healthcare spans the economic spectrum. Regardless of where you are from and what you do, health is critical to well-being, productivity, and autonomy. For people to live their best lives, they must be healthy. We exist to design and deliver medical technologies that close the quality healthcare gap for underserved populations.

We are a portfolio design company that prioritizes the user in the development of products, and have been recognized by Fast Company as one of the World's Most Innovative organizations and the World Economic Forum as a Technology Pioneer. The scaling of our first product, Brilliance, is monumental in global health – it is one of the earliest examples of a nonprofit-developed global health product scaling through the market and impacting the world's poorest patients. D-Rev now has a portfolio addressing four critical health issues. To date, over [700,000](#) patients have been treated with a D-Rev device, and we have had sales in 60+ countries.

Over the next three years, D-Rev is expanding our product portfolio to 6+ product lines that will address critical health needs and close the quality gap in newborn health. After that, we will accelerate portfolio expansion to close ten globally critical health gaps by the year 2030, the target year of the UN's Sustainable Development Goals.

How to Apply

Please send a cover letter and resume to jobs@d-rev.org, and indicate "EXECUTIVE ASSISTANT" in the subject line of the email.

D-Rev is an equal opportunity employer. We value a diverse workforce and an inclusive culture. D-Rev encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, age, national origin, marital status, citizenship, disability, or veteran status.