



MEDICAL VENTURES
— WE CHANGE LIVES —

Chief of Staff / Executive Assistant

Medical Ventures LLC

Nashville, TN | Full-Time | In-Person

Location: Nashville, TN

Role Overview

Medical Ventures is seeking a highly capable Chief of Staff / Executive Assistant to partner closely with executive leadership and help drive alignment, execution, and organizational momentum.

This is not a traditional Executive Assistant role. It is a hybrid position designed to flex based on the strengths of the individual hired. The role blends high-level executive support with operational leadership, strategic project ownership, and cross-functional coordination.

This individual will serve as a force multiplier for leadership — helping translate priorities into action, keeping initiatives moving, and ensuring the organization operates efficiently. Depending on experience, this role may lean more toward Chief of Staff-level ownership or begin with executional support with a clear growth trajectory.

This is an ideal opportunity for someone who wants exposure to executive decision-making, enjoys solving problems, and thrives in a fast-moving, entrepreneurial environment.

What Makes This Role Unique

- Hybrid Chief of Staff + Executive Assistant structure
- Scope designed to scale based on candidate strength
- Direct partnership with executive leadership
- Mix of strategic thinking and hands-on execution
- Exposure to high-impact initiatives and company priorities
- Opportunity to grow into expanded leadership responsibility
- Central role in driving alignment and execution across the organization

Responsibilities

Executive Partnership & Strategic Support

- Partner closely with executive leadership to manage priorities and initiatives
- Help translate strategic goals into actionable plans and track execution
- Prepare presentations, briefing materials, and executive communications
- Build meeting agendas, track action items, and drive follow-up
- Anticipate needs and proactively remove obstacles for leadership
- Support organizational planning and leadership cadence

Depending on experience, this may evolve to include:

- Owning cross-functional initiatives
- Acting as a liaison between leadership and teams
- Driving strategic projects from concept to execution
- Supporting decision-making through research and analysis

Executive Support & Coordination

- Manage complex calendars, scheduling, and executive priorities
- Coordinate internal and external meetings across stakeholders
- Plan travel, itineraries, and logistics
- Prepare reports, presentations, and key documents
- Track deliverables and ensure follow-through across initiatives
- Handle sensitive and confidential information with discretion

Operational & Organizational Execution

- Help oversee day-to-day office operations and administrative coordination
- Support cross-functional initiatives and ensure timelines are met
- Improve processes, communication, and organizational efficiency
- Assist with internal communication and leadership alignment
- Help maintain structure around priorities and ongoing initiatives

Culture & Events

- Support company meetings, offsites, and leadership events
- Help foster a positive and engaging office environment
- Coordinate team events, celebrations, and internal initiatives
- Assist with employee experience and organizational communication

Qualifications

We are flexible on background and experience, and the role will be scaled based on the candidate.

Core Qualifications:

- Minimum 3 years' experience as an Executive Assistant, Chief of Staff, Operations, or similar role
- Strong organizational, communication, and prioritization skills
- Ability to manage multiple priorities in a fast-paced environment
- Professional, proactive, and highly detailed-oriented

Preferred Qualifications:

- Experience supporting executive leadership
- Project, operations, or cross-functional experience
- Experience in a high-growth or entrepreneurial environment