CAREERS · OPERATIONS

Chief of Staff – Operations

Run the company's daily execution rhythm — priorities, blockers and delivery — across R&D, service and production

1 position | Coimbatore office | Full-time

The role

R&D, service, production and sales at CountAI all move fast — and the most important work stalls between them. You run the company's daily execution rhythm: every morning you know what matters most, who owns it and what is blocking it. You clear blocks before they cost us a customer date, and you give top management one honest picture of where things stand and who is delivering. You work directly with the CEO and leadership to get the top-priority work done.

What you will do

- Run the morning meeting every day in 20 minutes or less: understand how each team's tasks flow and set their order of importance, so everyone works on what matters most.
- Keep one company priority list with owners, dates and dependencies. When priorities clash between teams, settle it — or take it to leadership the same day.
- Make sure no task is blocked anywhere in operations — R&D, service, production, purchase or sales. Find the block, name the owner, follow up until it is cleared.
- Track delivery by person — who commits, who delivers on time, and where people need help — and share it fairly with their managers as a monthly view.
- Give management a weekly overview: what moved, what slipped and why, the risks coming up, and the decisions needed.
- Turn leadership decisions into tracked actions, and close every loop.
- Build the tracking system itself — sheets, Jira or ClickUp, and AI tools — so it runs without chasing by email.

Who we are looking for

- 5–10 years in operations, production planning, a PMO or project management at an engineering, manufacturing or technology company.
- You have run daily or weekly review meetings with team leads — and people respected the follow-up.
- You understand both how a factory runs and how R&D works; you can tell an engineering delay from a purchase delay.
- Firm and fair: you can tell a senior engineer their task is late and still have their trust tomorrow.
- Organised and data-minded: your tracker is the one source everyone trusts. Comfortable with spreadsheets, project tools and AI assistants.
- Fluent in English and Tamil.
- An MBA, PMP or Scrum certification is a plus; your track record matters more.

Your first year

- First 30 days: learn every team and their live work; take over the morning meeting and build the single priority list.
- By 90 days: no blocker goes 48 hours without an owner, the weekly management overview goes out every Monday, and the per-person delivery view is running.
- By 12 months: on-time delivery clearly up across teams, and the CEO no longer chases anyone for status.

About CountAI. We build AI, computer vision and robotics for the factory floor. Knit-i inspects fabric live on circular knitting machines and stops the machine the moment a defect starts — trusted by 30+ factories in 7 countries, and winner of the Intel Edge AI Software Excellence Award 2026. Co-founded by an IIT Madras alumnus in Coimbatore.



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