



Reality Detector

The Zero to One improvement over the Polygraph

Business Admin/ Secretary [Local Hire]

Come join [Reality Detector \(Seer\)](#) – a deep-tech startup seed funded by [Tim Draper](#) and Draper Associates which is creating AI-powered deception and emotion detection technology to “*reveal incongruent words and actions at a glance*”. **Our purpose is to create a more discerning, trustworthy and prosperous world. Our vision is to augment human understanding through technology and mission is to build a deception indicator and convince skeptics.** To achieve this, we are i) augmenting and commercializing accurate behavioral science with rule-based AI and ii) automating novel automated deep-learning. Our initial product market fit is in creating cutting-edge biometrics to [enhance travel across borders and protect innocents from harmful lies](#) The **Business Admin/Secretary** will be working in a supporting role to the CEO and founding team to optimize, manage and extend the organization.

Responsibilities

- Provide administrative support to management team
- Handling and maintaining of documents and its repository
- Manage the procurement of company equipment, delivery orders and quotations
- Assist in the maintenance of company accounts and user access
- Manage virtual platforms and social media accounts if required
- Assist in company office chores and maintenance of office space
- Help any additional with HR and office matters.
- Adapt to the team needs and assist with ad-hoc projects

Qualifications

- Diploma in Business Administration or at least 2 years of work experience in a similar position
- Independent, analytical, and logical thinking.
- A team player with strong communication skills: ability to influence and articulate a variety of issues to different audiences, tailoring messages accordingly
- Ability to multitask, and create solutions to new problems quickly
- Ability to perform in a fast-moving environment driven by results
- High numeracy, work-rate, and professionalism.
- Good organizational abilities

Qualities

- Share in our purpose to create a world where all people can access undistorted reality and accurately place their trust in others, ensuring authenticity, realism, and credibility in human interactions.
- Have a growth mindset, be conscientious and be willing to set stretch goals for yourself.
- Be open to new ideas and feedback from others and believability-weighted decision making.

Culture

- Contributing to a catalytic and innovative start-up is an opportunity to maximize authenticity, autonomy, and alignment.
- Through novel technology, growth mindsets and hybrid structures we can co-create the most enlightening and enriching work experiences possible.
- We are what we do – internally image management and eye-service are neither necessary nor desired.
- We shall not bear false witness of each other, and we try to keep our word, even to our own hurt.
- Team members help each other achieve our individual and collective best and learn as much as possible.

Reality Detector's Selected Achievements • *Entrepreneur First grant funding and IC approval* • *Top 50 team at LKYGPC Competition in September 2020* • *Paid pilot*

Remuneration

- We offer a competitive salary including employee stock options to foster a sense of belonging and long-term alignment.
- A supportive work culture which is optimistic, collaborative, principled and innovative.
- We have a well-equipped, modern, and expanding office at JTC Launchpad.

Apply Now!

- Email your resume, including all your relevant experiences, to dennis@realitydetector.com and cc: keefe@realitydetector.com
- In your email please use [Business Admin/Secretary Application Full Name] as the email subject and, include one short paragraph answering “Why do you think you are a good fit for this role?”, and your earliest available date to begin working and include any additional information.
- Unfortunately, we are unable at this point to sponsor any more S and work permits (except Malaysians and NAS: HK, Macau, S.Korea. Taiwan).