

Chief Of Staff / Executive Assistant / Admin Assistant

Location: Manila, Philippines

Lifetrack Medical Systems is a healthtech company that's developed and deployed the first scalable, distributed enterprise medical imaging software designed for affordable access around the world. Lifetrack works with large healthcare chains, public health systems and radiology group practices to scale their radiology operations seamlessly without the pain or cost of legacy medical imaging software.

Lifetrack's mission is to build simple, elegant, powerful, and intuitive software platforms for the entire healthcare ecosystem, starting in medical imaging in emerging markets, where the needs are greatest and the resources are scarcest. Our LifeSys™ platform is now being used in healthcare in Southeast Asia, South Asia, Africa, the United Kingdom and United States for hundreds of thousands of patients annually. We are trusted and backed by the Asia Impact Investment Fund managed by UOB and Credit Suisse, the corporate VC arm of Philips Healthcare, and Kickstart Ventures of the Philippines.

Core Responsibilities

The Chief of Staff (COS) plays a key operational and strategic role in supporting Lifetrack's Leadership Team, with direct relationships to the CEO. Reporting directly to the Chief Executive Officer, the main objectives of the Chief of Staff role are:

1. Structuring and managing Lifetrack's operating rhythm

- Establishing an operating rhythm to effectively sustain Lifetrack's growth targets by organizing and maintaining key weekly and quarterly meetings with functional teams, leadership team, and boards of advisors and directors.
- Supporting Lifetrack's management reporting requirements across key business, product and financial metrics to enable effective assessment and planning.
- Assisting in organizing key company-wide or customer-facing events to ensure alignment with Lifetrack's strategy and the Leadership Team's priorities.
- Managing the CEO calendars to align with this operating rhythm and help them make decisions across competing priorities/objectives.

2. Supporting C-level business development and operational priorities

- Assisting the CEO in managing key business development priorities which require consistent follow-up and/or hands-on project management.
- Scoping, supporting and/or leading operational transformation initiatives to improve the day-to-day operations of the company with a cross-functional scope.

- Participating in all key meetings related to these priorities/initiatives and helping establish alignment, visibility and accountability on their progress to the CEO.
- Other ad hoc administrative, logistical or coordination duties as required by the CEO that need to be done.

3. Crafting key communications for the Leadership Team

- Working with the Leadership Team to convey critical information to Lifetrack's stakeholders such as internal company e-mails and investor update presentations.
- Helping the Leadership Team prepare for important presentations or remarks in summits, conferences, or other fora to promote Lifetrack's vision and mission.
- Assisting in the development of other important communication for Lifetrack that require Leadership Team participation, such as case studies, online videos, etc.

Required Experience and Skills

The Chief of Staff (COS) requires the following key capabilities/qualifications:

1. Strong understanding of medical imaging software, or closely-related technology
2. Excellent communication and coordination skills
3. Competency in business analytics and presentation tools
4. Experience with data analysis
5. Advanced knowledge of computer fundamentals, including Microsoft Office, Google Calendar and Notion

Operating Principles

Purpose-driven. We are looking for individuals who are aligned with our mission and are motivated by working on healthcare technology that can positively impact millions of lives around the world.

Do it right, from the start. We believe in starting from first principles and putting in the hard work now to avoid more work down the future. Our LifeSysTM platform, built from the ground up, reflects this.

Radical transparency. We want our people to keep growing and improving. Receiving and giving feedback is critical for this. We expect people to be upfront, open and willing to learn from each other.

Crush the bottlenecks. We are always focused on the critical path to achieving results. We expect our members to be relentlessly efficient in clearing the obstacles to this critical path.

Going the extra mile. We like and reward team members who are not only good at their jobs, but will raise their hand and propose projects or solutions that help take Lifetrack forward.