

Sales Support Specialist / Sales Administrator

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 Sales Support Specialist shall work closely and provide administrative support to all Growth leads in devising and executing systems and processes that support the promotion and selling of the company's products and services to clients.

A. Manage all administrative functions for growth operations to maintain daily operational needs

- Supporting Lifetrack's management reporting requirements across key business, product and financial metrics to enable effective assessment and planning.
- Participating in all key meetings related to these priorities/initiatives and helping establish alignment, visibility and accountability.
- Maintaining an accessible and organized filing system for commercial team
- Providing assistance to management team members and executives as needed
- Performing sales admin and data entry duties in regards to metrics, sales figures and other key data using Salesforce and Notion
- Execute agreement/proposal signings by Docusign
- Provide sales materials for meetings, such as presentations, flyers and other documents
- Identify and drive strategic opportunities with key accounts in the private, public and educational sectors to showcase the capabilities of the LifeSys™ platform

- Maintain a deep understanding of local customer needs
- Other ad hoc administrative, logistical or coordination duties as required by the Growth Lead that need to be done

Required Experience and Skills

The Sales Support Specialist/ Sales Administrator 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, Salesforce (CRM software), 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.