

Talent Management Specialist

Location: Taguig, Philippines

Lifetrack Medical Systems is a Singapore headquartered health-tech company that has developed and deployed the first scalable, distributed medical imaging software designed for affordable access in emerging markets. Our LifeSys™ platform is used by 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. LifeSys™ is now serving hundreds of thousands of patients annually across Southeast Asia, South Asia, Africa, the United Kingdom, and the United States.

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. We are trusted and backed by the Asia Impact Investment Fund of the UOB Group and Credit Suisse, the corporate VC arm of Philips Healthcare, and Kickstart Ventures of the Philippines' Ayala Group.

Core Responsibilities

Lifetrack is entering a stage of rapid growth and expansion. Enabling our organization to scale alongside our business, to attract and retain talented people who can operate in a high-performance environment, is a critical challenge that Lifetrack's People Team will be responsible in meeting. The main objectives of the Talent Management Specialist are:

1. Lead Lifetrack's recruitment efforts aligned with our hiring objectives

- Develop a strong understanding of Lifetrack's technology stack and business operations to recruit effectively for all roles in the company
- Create effective and scalable candidate sourcing by leveraging LinkedIn and Indeed Recruitment Solutions, participating in events, recruiting online, and other methods
- Set up and manage a recruiting pipeline process for senior management visibility
- Efficiently and effectively manage candidates during the different levels of the Lifetrack application process
- Conduct initial screening of candidates using submitted CVs and 1:1 interview

2. Manage a scalable and engaging employee onboarding process

- Develop a transferrable employee onboarding template applicable to all new hires
- Tailor-fit onboarding template to team-specific incoming employees, from Engineering, Product, Growth, Customer Success, Finance, etc.
- Execute onboarding process of all employees
- Ensure effective transfer of industry knowledge, company culture and values during the onboarding process for quick integration of new hires

3. Administer the employee's rewards, compensation, and benefits program

- Define a fair, equitable and competitive total compensation and benefits package that fits and is aligned to our company's strategy and business goals
- Create a consistent compensation guideline that matches our work and organizational culture
- Create and analyze job descriptions evaluations and classifications
- Conduct salary and labor market research to define benchmarks
- Assess employees needs by conducting organizational surveys
- Keep abreast with new trend and best practice in the field
- Ensure that compensation practices follow current laws and regulations

4. Manage Lifetrack Performance Review in line with organizational core values

- Conducting regular performance evaluations of individual employees or groups of employees to measure their progress toward meeting goals and achieving objectives
- Providing feedback to employees on how they can improve their performance, and facilitating coaching where necessary
- Creating employee evaluation forms and conducting performance evaluations
- Determining employees' compensation levels based on job performance and experience

5. Other tasks that are assigned from time to time

Candidate Requirements

Professional qualifications and skills:

- Bachelor's degree in human resources management, or similar.
- 2-3 years of experience as a talent management specialist, or similar.
- Ability to liaise with internal departments and develop hiring strategies and profiles.
- Advanced knowledge of effective hiring platforms that attract suitable applicants
- Knowledge of job analysis, job evaluation, grade recommendations, and reward management tools and techniques.
- Exceptional ability to screen candidates, compile shortlists and interview candidates.
- Experience in creating awareness of the company brand and establishing professional relationships with candidates.
- Proficiency in documenting processes and keeping up with industry trends.
- Excellent interpersonal and communication skills.

Critical Qualities

Mental Agility. A suitable candidate has the ability to understand the role and translate it into day-to-day actions; s/he can solve issues and/or problems in a systematic manner; and who has the confidence to handle difficult situations.

People-person. You should have the ability to handle interactions with both clients and colleagues in a manner that gets the job done.

Critical thinker. As an integral part of the team, you should think clearly and rationally, and make logical connections between ideas to create a wise decision.

Persistent. It is a necessary component of the role to ensure that you are able to carry out the requirements demanded of the role.

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 LifeSys™ 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.