



## Project Coordinator

Location: Philippines

Lifetrack Medical Systems is a healthtech company that has developed and deployed scalable, distributed 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 with medical imaging in emerging markets, where the needs are greatest and the resources are scarcest. Our radiology platform is now being used in healthcare in Southeast Asia, South Asia, Africa, the United Kingdom, and the United States for hundreds of thousands of patients annually. We are trusted and backed by the Asia Impact Investment Fund of UOB and Credit Suisse, the corporate VC arm of Philips Healthcare, and Kickstart Ventures of the Philippines' Ayala Group.

### Core Responsibilities

The Project Coordinator shall perform the following functions:

1. Project Support and Execution:
  - Support Project Manager in all aspects required including leading meetings when needed.
  - Establish and maintain processes for managing scope during the project lifecycle, setting quality and performance standards, and assessing risks
  - Develop and manage project plans for growth initiatives, ensuring alignment with organizational goals and objectives.
  - Coordinate with cross-functional teams, including growth, marketing, operations, engineering, and technology development, to meet project milestones.
  - Communicate ideas for improving company processes with a positive and constructive attitude, and developing this attitude in others
2. Client Engagement:
  - Collaborate with the growth team to understand client requirements and expectations.
  - Ensure clear communication channels between all teams and clients throughout the project lifecycle.

3. Stakeholder Communication:
  - Foster strong relationships with internal and external stakeholders.
  - Communicate project updates, milestones, and challenges effectively to all relevant parties.
  - Create and send weekly status reports
  - Ensure all project documentation is thorough and easy to understand.
4. Support the company by performing other tasks as assigned by the Supervisor.

**Preferred Platform Knowledge:**

- Proven experience as a Project Coordinator, preferably in a healthcare SaaS environment.
- Strong understanding of sales processes and the ability to optimize workflows.
- Time management skills, especially familiarity with calendar management and goal-setting
- Excellent organizational and multitasking skills, with keen attention to detail.
- Effective communication and interpersonal skills.
- Proficient in project management tools and software.
- Knowledge of PACS systems and healthcare IT is highly desirable.

## 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 Lifetrack PACS 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.