

Business Operations and Strategy Associate

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 Business Operations and Strategy Associate plays a key operational and strategic role in supporting Lifetrack's Leadership Team and reporting directly to the Chief Executive Officer, the main objectives of the Business Operations and Strategy Associate:

1. **Support C-level business development and operational priorities**
 - a. Assist the CEO in managing key business development priorities which require consistent follow-up and/or hands-on project management.
 - b. Participate in all key meetings related to strategic initiatives and help establish alignment, visibility and accountability on their progress to the CEO
 - c. Work with senior management to help set up core operational cadence for the business - what we track, how we track it, and how we report it (internally, and to the board)
 - d. Scope, support and/or lead operational transformation initiatives to improve the day-to-day operations of the company with a cross-functional scope.
 - e. Aid with ad-hoc high priority high impact requests and work cross functionally to meet the team's deadline

2. **Craft key strategic communications for the Leadership Team**
 - a. Work with the Leadership Team to convey critical information to Lifetrack's stakeholders and develop relevant discussion material such as internal

- company e-mails and investor update presentations for board, shareholder, or fundraising meetings of quarterly board decks alongside senior management
- b. Assist 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 Business Operations and Strategy Associate requires the following key capabilities/ qualifications:

1. 2+ years of working experience, preferably in business operations, venture capital, consulting, or investment banking (though by no means an exhaustive list)
2. A diverse skill set across business, product, strategy, and/or investing
3. An ability and desire to communicate cross functionally — across product, engineering, design, sales, marketing, people, etc
4. Intellectual curiosity and a desire to bring structure to inherently unstructured environments
5. Experience with Microsoft Office, project management tools (e.g., Notion), and data analysis

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.