

Business Associate

- ➔ Location: Nairobi or Kisumu, Kenya or Kampala, Uganda
- ➔ Start date: Immediately
- ➔ Type: Full-time

Who we are

Neopenda is dedicated to creating cutting-edge technology solutions that meet the needs of underserved healthcare workers and communities in emerging markets. We know firsthand the challenges of healthcare in low-resource settings. As biomedical engineers, we leverage technology and user-centered design to create better, more affordable medical devices. Our first product, neoGuard™, is a 4-in-1 wearable vital signs monitor that provides real time data to healthcare workers.

Neopenda is an early-stage, venture-backed startup. We have launched in Kenya and are scaling our efforts globally. We have a diverse and passionate team, with team members in the US, Kenya, Uganda, and Nigeria. We are deeply rooted in our values:

- Sustainability
- Integrity
- Equity
- Inclusivity
- Humanity
- Resilience

Learn more about us online: www.neopenda.com

What you'll do

We are looking for a skilled Business Associate with diverse experience to help with business operations. As the Business Associate, you will work closely with our Business Leads and take ownership of a number of tasks.

Tasks and responsibilities include, but are not limited to:

- Establish, coordinate and sustain successful relationships with Neopenda stakeholders and ensuring that they have the resources needed.
- Collate and maintain stakeholder's information in our internal database.
- Implement Neopenda's product training activities. Gather relevant inputs/information before, during and after the course delivery to ensure that we deliver excellent training sessions.
- Support Customer Support efforts by assisting with operational technical queries.
- Engagement in sales and marketing of Neopenda products in emerging markets where relevant.
- Support Neopenda's distributors activities across multiple geographies.
- Facilitate communication and assist with business operational duties.
- Participate in making strategic decisions that line up with Neopenda's way of delivering social impact.
- Additional responsibilities will evolve based on business needs and your interests.

What we're looking for

The position is fast-paced and continuously evolving with emerging projects. The ideal candidate for this role will have:

- A Bachelor's Degree in Business Management or related course required.
- 1-3 years of experience in a business oriented role, preferably at a startup.
- Experience working in the health tech industry in emerging markets (preferred).
- Experience managing multiple high priority projects while meeting deadlines.
- Strong ability to work collaboratively across teams, and an ability to work flexible hours to support team members and external partners across several time zones.
- Ability to thrive in a small startup environment and wear multiple hats including administrative tasks as needed.

Why join Neopenda?

- We're a scrappy, inclusive, and authentic team that is rapidly growing.
- You'll be helping pioneer health tech in emerging markets. We've got our sights set on massive impact in global health.
- You'll have access to our network of global experts within our team, our panel of mentors, and our groups of advisors.
- Your efforts will quickly and directly impact the lives of the vulnerable patients we serve.
- We offer competitive compensation commensurate with level of experience.
- We gladly provide benefits to each of our team members. Benefits include company contribution towards health insurance and retirement. Our team also enjoys monthly happy hours and quarterly events.

If you are interested in this position, please send a cover letter and CV to careers@neopenda.com. Applications will be reviewed on a continuous basis until the position is filled.