

Business Operations Lead

- ➔ Location: Chicago, IL (Preferable, but open to remote)
- ➔ Start date: Immediately
- ➔ Type: Full-time

Who we are

At Neopenda, we're dedicated to creating cutting edge technology solutions that solve the needs of underserved healthcare workers in emerging markets. We started this journey because we've learned firsthand about the challenges in healthcare in low-resource settings, and as biomedical engineers we knew we could leverage technology and user-centric design to create better, more affordable medical devices for emerging markets. Our first product, neoGuard™, is a 4-in-1 wearable vital signs monitor that provides real time data to nurses on a tablet. We're an early-stage, venture-backed startup thrilled to be transitioning to our commercial launch in Kenya and subsequently scaling our efforts globally. We are a diverse and passionate team, dually-based in Chicago, IL, USA and Kampala, Uganda. 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

As our Business Operations Lead, you will own key aspects of Neopenda's day-to-day operations. This includes being primary lead on our finances, managing human resources, contract negotiation, and maintaining Neopenda's ISO13485-compliant Quality Management System. As we continue to grow Neopenda, you will collaborate closely with the executive team to develop and execute growth strategies. You will be actively involved in developing internal infrastructure systems for long-term sustainability. This position reports to Neopenda's CEO. Tasks and responsibilities include:

- Manage Neopenda's finances, including refining budgets, financial models, and forecasts, and maintaining accounting
- Maintain Neopenda's ISO13485-certified Quality Management System
- Negotiate contracts with various partners and suppliers
- Manage shipping and logistics
- Refine company policies and manage human resources
- Provide strategic guidance on company growth strategy
- Manage day-to-day business operations
- Support in fundraising activities
- Additional responsibilities may evolve based on your interests and Neopenda's business needs

What we're looking for

- MBA (preferred) or BS in Business Administration or similar degree (required)
- Minimum 3 years business operations experience, preferably at a startup
- ISO13485 experience (preferred), or quality experience in comparable industry (i.e. aerospace, automotive)
- Strong financial aptitude; experience in accounting, managing cash flow, and creating financial models (strong preference for experience at a hardware company)
- Experience in contract negotiation
- Strong communication and teamwork skills
- Ability to rapidly adapt and overcome challenges as they arise
- Excitement for building impactful technology for low resource customer base

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 the freedom to think creatively and operate in way that works best for you. You'll have significant ownership and the ability to guide strategy as we continue to grow.
- You'll have access to our network of global experts within our team, mentors, and advisors.
- Your efforts will quickly and directly impact the lives of the vulnerable patients we serve.

If you are interested in this position, please send a CV to careers@neopenda.com.