



OPERATIONS/OFFICE MANAGER (OM)

The Operations/Office Manager (OM) will work with company senior management to establish operational systems and maintain company operations. Through interactions with suppliers, investors, and other BiVACOR employees, the OM has broad responsibilities that are essential to advancing product development.

The full-time OM should show initiative, be willing to go above and beyond the call of duty, promote and build teamwork, display maturity, and know how to get things done with minimal direction.

This role demands flexibility and attention to detail to ensure that team members and investors have the information, equipment, and funds necessary to achieve day-to-day tasks and project outcomes in a rapid-paced, dynamic and growing organisation.

This is a unique opportunity for the right candidate to get in on the ground-floor and make a difference in creating an organization that supports the development of an artificial heart to save the lives of heart failure patients worldwide.

RESPONSIBILITIES

BASIC ACTIVITIES

- Handle finances and logistics for the business and for the project.
 - o Keep records of income and expenditures.
 - o Oversee budget follow-up and purchase orders.
- Implement operational systems and company operations.
 - o Manage office space and equipment to support current operations and planned growth.
 - o Screen and redirect incoming correspondence.
 - o Support event management, investor/key opinion leader visits, scientific congresses.
 - o Schedule and book travel and meetings.
 - o Conduct most if not all company admin tasks (filing, scanning etc).
- Handle the company public relations activities.
 - o Assist in the creation, revision and proofreading of media releases, reports and marketing materials.
 - o Maintain company website

ADVANCED ACTIVITIES

- Help company principals to execute BiVACOR business plan.
 - o Assist in the assembly and compilation of high-level business plans and investment pitches.
 - o Prepare timely, high quality submissions to customers and stakeholders.
 - o Develop and maintain records for investment due diligence.
 - o Represent the company at events and with innovation/entrepreneurship groups.
- Negotiate, execute, and follow agreements including supplier, employment, and other contracts.
 - o Interface with component manufacturers and distributors.
 - o Supplier management and qualification
 - o Process engineering
- Develop and implement a human resources system.
 - o Draft plans for hiring, termination, and benefits, including an employee manual.
 - o Support recruitment of interns and employees by handling the job ad creation/posting and interview process.
 - o Prepare documentation and interact with immigration lawyers for visa applications etc.

REQUIREMENTS

- BS in Business Administration.
- 5 years of work experience in a start-up environment, preferably in a med-tech environment.
- Master of Business Administration (MBA) desirable, specialization in operations or entrepreneurship.
- Proficient with Microsoft Office and project planning software packages.
- Notions of corporate governance and accounting and experience with medically regulated activities desired.
- Superior written and oral communication skills (English). Strong interpersonal skills, ability to efficiently communicate with all stakeholders (investors, clinicians, vendors, lawyers, board members).
- Ability to travel domestically and internationally for brief periods (up to 1 month).

Submit Resume and cover letter to admin@bivacor.com