



Administration Support

We are seeking a motivated and organised Administration Support professional to join our innovative health tech company. As a vital member of our team, you will play a crucial role in ensuring the smooth and efficient operation of our administrative functions. Your attention to detail, strong organisational skills, and ability to manage multiple tasks will contribute to the overall success of our company as we strive to revolutionise the healthcare industry.

Salary: TBD, plus share options and wider employee benefits. Salary will be negotiable commensurate with experience (please contact us to discuss)

Duration: Permanent contract, with options for flexible working (upon successful completion of the probationary period)

Role

1. Administrative Support:

- Organise meetings, including scheduling, sending invitations, and coordinating with the necessary stakeholders.
- Prepare meeting agendas and distribute them to relevant stakeholders.
- Take minutes during external meetings, specifically with external partners or stakeholders.
- Maintain project documentation, including organising files and ensuring version control.
- Send meeting actions to the group ahead of meetings and track the status of these actions.

2. Documentation Management:

- Assist in creating and maintaining project documentation, such as project plans and reports to funders.
- Assist with technical project plans and reporting in line with the Technical Development teams' priorities.
- Support in maintaining project files and ensuring the correct version control.
- Ensure all external parties have the correct SharePoint permissions.
- Support the development of a "new SharePoint" document management system.
- Raise invoices for various projects and track appropriately within project documentation

3. Project Tracking and Reporting:

- Aid in tracking project progress by collecting and consolidating project data.



- Update project dashboards to reflect current status and milestones.
- Assist in preparing project status reports, highlighting key milestones, risks, and issues.

4. Document Preparation:

- Assist in creating and formatting project-related presentations, documents, and spreadsheets.
- Review documents for accuracy, consistency, and adherence to company standards.
- Assist in creating and formatting project-related presentations, documents, and spreadsheets.
- Review documents for accuracy, consistency, and adherence to company standards.

5. Cross-Functional Collaboration:

- Collaborate with different teams to provide administrative assistance and support as needed.
- Act as a liaison between internal departments, fostering effective communication.

Essential Requirements

- Proven experience in providing administrative support to project managers or teams.
- Strong organisational and time management skills to effectively manage schedules, meetings, and documentation.
- Excellent written and verbal communication skills.
- Proficiency in using document management systems, such as SharePoint.
- Ability to work collaboratively with cross-functional teams
- Attention to detail and commitment to maintaining accurate documentation.

Desirable requirements

- Experience with project management tools (e.g Monday.com)
- Experience with generating invoices and tracking payments

Person Specification

- Positive outlook
- Motivated
- Proactive
- Flexible
- Pride in your work
- Keen to make a difference
- Ownership of tasks
- Able to work independently or as part of a team



- Excellent inter-personal skills
- Honest
- Reliable
- Great communication and presentation skills

About Us

MyWay Digital Health Ltd is a purpose-driven SME that was spun-out of Dundee University in Jan 2017, with the aim of supporting chronic disease management globally through affordable data-driven approaches starting with diabetes. Our flagship self-management platform, MyWay Diabetes (previously known as MyDiabetesMyWay- the national diabetes platform in Scotland) has a very strong evidence base and value story. Current coverage is around 1/4 of NHS England and over 60,000 data registrants/ >500,00 people have used our platform to access advice. We aim to grow our UK market coverage further through additional products and services including clinician facing platforms and cutting-edge AI-driven predictive analytics tools. Internationally, we have set up an office in Dubai and are running pilot project in India and Middle East. This is an incredibly exciting time to be joining the company and the possibilities are almost limitless for the right candidate.

The existing team are friendly, positive and keen to make a difference.

Our Vision: Transforming Care of Diabetes and other Long-Term Conditions

Our Mission: Improving the lives of people living with chronic conditions through data driven technology solutions

Please send a cover letter and your CV, totalling no more than 3 sides of A4 and in standard size font to nikita.adatia@mwdh.co.uk

We would welcome discussion in advance with any candidates who wish to know more about the role or have any queries. Please contact Nikita Adatia on nikita.adatia@mwdh.co.uk to set up a call.