



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: £27,500 plus share options (following probation and at next round) and wider employee benefits.

Duration: Full-time, with options for flexible working (upon successful completion of the probationary period)

Location: Hybrid – 3 days office based in Edinburgh

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 reporting 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 activity documentation, such as task and action plans and reports.
- Support in maintaining 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 company activities and track appropriately within programme documentation

3. Activity Tracking and Reporting:



- Aid in tracking both internal and external progress by collecting and consolidating activity and task data.
- Update dashboards to reflect current status and milestones.
- Assist in preparing status reports, highlighting key milestones, risks, and issues.

4. Document Preparation:

- Assist in creating and formatting presentations, documents, and spreadsheets.
- Review documents for accuracy, consistency, and adherence to company standards.
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5. Compliance and Regulatory

- Support compliance with ISO 13485 & ISO 27001 by maintaining quality documents, SOPs, and work instructions with proper version control.
- Ensure accessibility and organisation of regulatory and quality records for audits and inspections.
- Assist in internal and external audits, tracking documentation readiness and corrective and preventative actions (CAPAs).
- Review, format, and organise regulatory submissions and compliance reports.

6. 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

- Experience in working on Health related, STEM, Life Sciences, Digital Health/ Information Technology or Medical Device products.
- Experience in having worked on multidisciplinary cross functional teams.
- Proven experience in providing administrative support to 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.
- Attention to detail and commitment to maintaining accurate documentation.



Desirable requirements

- Experience with tasks management application tools (e.g. Monday.com)
- Experience with generating invoices and tracking payments
- Experience administrating and maintaining quality management systems such as ISO 13485 and ISO 27001
- Experience assisting with regulatory submissions and associated work
- Experience of working in cross-sector (i.e., public-private) initiatives

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 (University of Dundee (UoD) spin out, established in 2017), with the aim of supporting chronic disease management globally through affordable data-driven approaches starting with diabetes. MyWay Digital Health (MWDH) is a 'software as a service' company, with NHS commercial contracts (mainly focusing on sales of patient facing data-driven application) in England, covering regions such as North West London, North East London, Greater Manchester, and Somerset (>100,000 data registrants/ >2m people have used our platform to access advice and education, and around 1.6m population coverage for data driven services). 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. MWDH also supports the UoD national MyDiabetesMyWay service in Scotland. Internationally, we have set up an office in Dubai and managing commercial opportunities in the Middle-East (particularly Saudi Arabia) and Asia. This is an incredibly exciting time to be joining the company with a range of potential growth opportunities 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 info@mwdh.co.uk