Heartbeat

OPERATIONS LEAD - FULL TIME

Heartbeat is reinventing how healthcare is delivered, starting with cardiology. We are recruiting an Operations Lead to design and implement business operations and oversee operations of the company. This is an opportunity to join a well funded, venture-backed startup and set the direction, best practices, and vision for how consumer healthcare should be delivered.

Heartbeat is looking for an Operations Manager with strong operational expertise to develop, recommend, and implement policies to achieve operational efficiency and growth. The successful individual will focus to maximize the effectiveness of all team members across departments and secure the functionality of the business to drive growth and sustainability; and will report directly to the CEO.

RESPONSIBILITIES

- Own all financing processes--including payroll, accounting, and overall budgets
- Work on office setup including setting up new product and clinical spaces
- Promote daily team culture through team meetings
- Manage onboarding process for new hires, including welcome packages and logistics
- Conceptualize business plan and business development strategy
- Execute policies that promote company vision and culture
- Compile and report on weekly/monthly performance across all departments
- Present recommendations to internal and executive teams as needed

Note: Experience in healthcare is not required.

OUR IDEAL CANDIDATE

- 3+ years working in operations
- Detail and process oriented, ability to context and mode-switch, fast learner
- Comprehensive understanding of IT/Business infrastructure
- Strong analytical skill set, capable of data-driven decision-making and problem-solving
- Excellent communication skills, combined with the ability to collaborate across functions
- Finesse and ability to influence and build strong working relationships with colleagues at all levels, including CEO, CTO, and Investors
- Self-driven, growth focused, and hungry for success and a winner's mindset
- Great with numbers, tech savvy and must know Excel and Quickbooks
- Outstanding organizational abilities

For more information or to apply, contact Jeff at hello@heartbeathealth.com.

WE VALUE

- Creative approaches to solving open-ended problems
- A sense of humor and humility
- Individuals that are high energy and have a positive attitude
- Strong opinions and thoughtful decision-making

BENEFITS

- Comprehensive in-house PMD and cardiology care for you and your family
- A subscription to unique and trendy lunches in the city
- Coffee and healthy snacks
- Flexible scheduled leave and vacation time
- World-class team with significant engineering and operations experience

OUR TOOLS

Quickbooks
Slack
Asana
G Suite

ABOUT HEARTBEAT

We believe in redesigning the field of cardiology to be more inclusive and improve quality of life at any age. Our practices focus on early diagnosis and management that empowers people to feel better, live healthier, understand their heart, and most importantly — have access to a trusted clinical team anywhere. We are a multidisciplinary team of doctors, educators, engineers, and researchers making prevention as simple as getting your heart checked.

The first step to protecting your heart is to understand it inside and out. We offer a suite of comprehensive tests and services for your heart that you can book now — no referral needed. Our clinical team follows data-driven methods, uses the latest diagnostic techniques, and is committed to communicating with you on an ongoing and personal level. Pricing is competitive and transparent to make preventive care accessible.

FOUNDERS

Dr. Jeff Wessler is a cardiology fellow, internist, and epidemiologist. He graduated from Williams College, won a fellowship to study public health at the University of Cambridge, and received his MD from Harvard Medical School. He continued his career at New York Presbyterian-Columbia University Medical Center where he completed residency and was named Chief Resident of the internal medicine program.

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Dr. Edo Paz is Heartbeat's head cardiologist. He has two degrees in Chemistry from Harvard and an MD degree from Columbia. He did his medical training - including internal medicine residency, cardiology fellowship, and additional training in advanced cardiac imaging - at New York Presbyterian-Columbia University Medical Center, the top hospital in NY.

Nayan Jain recently developed a consumer platform for pediatrics, now open-sourced to top institutions and startups. Nayan completed a Presidential Innovation Fellowship at the White House, where he worked on national health data initiatives and deployed one of the first sensor networks for employee wellness. As founding engineer at Rally (acquired by United Health), Nayan was responsible for the company's core mobile and web platforms. He received his BS in Computational Media (Computer Science and Human-Computer Interaction) at the Georgia Institute of Technology.

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