



Oxford Medical Products Limited
Witney Business and Innovation Centre
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Company Background

Oxford Medical Products (OMP) is a venture-backed startup, building a platform based on its proprietary hydrogel technology. Based in Oxfordshire, OMP have developed a groundbreaking non-invasive weight loss solution that can be taken in the home. Obesity and excessive weight are pandemic, causing a global health crisis, effecting nearly 2 billion people worldwide. There is an urgent need for a safe, efficacious and affordable therapy to aid weight loss for the global population. We're on a mission to ensure that we deliver this solution to the world.

Chief of Staff – Job Description

As Chief of Staff you will work directly with our CEO, acting to help execute business initiatives across product, recruiting, reporting, and special projects. In addition, you'll work cross-functionally across the entire business, to inform and drive results. This is a unique opportunity to see every aspect of a fast-growing startup at the CEO level.

Day to day activities will include, but are not limited to:

- Support the CEO with investor and board meeting preparations, preparing regular reports and responding to incoming requests. Organise and schedule the board and leadership team meetings, making sure materials are sent in advance, time is well spent, and objectives are achieved.
- Improving the company's ongoing processes and organising procedures to ensure optimal efficiency and productivity
- Building good relationships with employees
- Helping to develop and interpret business forecasts and analyses supporting the CEO and Board
- Supporting the development of early operational concerns including spanning finance, legal/compliance, and go-to-market
- Act as a sounding board to the CEO for new ideas and initiatives.

About you

- A life sciences background, ideally with a science based undergraduate degree.
- Strong organizational leadership with a keen sense of ownership, and a track record of delivering results in the face of ambiguity and concurrent priorities that often shift
- Excellent communication skills, you should be a presentation pro and skilled writer with experience writing job descriptions, internal and/or external comms
- High level of emotional intelligence and able to build strong working relationships with anyone
- A proactive approach to getting things done
- Excellent Microsoft Office skills
- Keen financial knowledge, with experience building financial models, managing budgets and accounting - we're not looking for an accountant but you know your way around a P&L

Details

- Both f/t and p/t considered
- Salary dependent on experience
- Flexible working - WFH supported 2-3 days a week
- Location Witney, Oxford
- Holiday 25 days plus bank holidays
- EMI options as you hit milestones