



Business Manager

Position Description:

As a member of the Sensydia team, reporting to the President and CEO, the Business Manager will be responsible for supporting administrative functions for Sensydia to enable the leadership team to focus on advancing development and delivery of the CPS platform. Working closely with the team members from management, R&D, clinical and external vendors, this position will:

- Manage the HR functions for the company including administration of all team member benefits
- Support the recruitment and on-boarding of new team members
- Support evaluations and disciplinary actions for team members
- Assist with the management of consultants, consultant billings and consulting agreements
- Manage the Valencia and Los Angeles facilities
- Help ensure the company has adequate office supplies, computers and hardware to perform
- Establish employee policies and handbook with support from the CEO
- Interface with board members, investors and other key contacts
- Plan board dates, prepare for board meetings and ensure the smooth execution of board meetings

Qualifications:

The ideal Business Manager candidate will have seven or more years of experience in a fast-paced, demanding technical organization with a proven track record of managing the business and administrative functions of a company. Experience with medical device or medical technology development is strongly preferred. To be successful in this position, the candidate must also:

- Have experience in a small company environment being a hands-on team member
- Have a track record of getting things done efficiently both individually and a team member
- Have excellent communication skills along with a positive attitude that motivates others to deliver results
- Have developed and run purchasing procedures and manage procurement activities
- Have led all aspects of HR for a small to mid-sized company
- Proficiency with Word, Excel, PowerPoint, QuickBooks and other business software

In addition, a bachelor's degree is desired, but 5 – 10 years of highly relevant experience may be a sufficient substitute.

Location:

The position is based in the Santa Clarita area of Southern California.

Company Description:

Sensydia is an early stage medical technology company that advances cardiovascular care through the development and commercialization of a revolutionary platform to measure and assess critical heart function accurately and non-invasively.

Please address all inquiries to info@sensydia.com.