



Job Description: Operations Coordinator

Company: Vitalis Ortho

Location: Paddington, London (with flexible/remote options)

Role Type: Part-Time, Early-stage Startup

The Vision

At **Vitalis Ortho**, we are reversing osteoarthritis by activating the body's natural healing potential.

The current standard of care for knee osteoarthritis (OA) often leads younger patients (≤ 65 years old) toward total joint replacements that carry a high risk of complications, with revision rates as high as 1 in 3 within a decade. We are closing this gap.

We are developing a proprietary, temporary mechanical implant designed to induce cartilage regeneration. By delaying or preventing the need for invasive knee replacements, we are addressing a significant and growing global market. Our technology is challenging traditional orthopaedic methods by targeting disease modification, not just symptom management.

As an early hire, you will work directly alongside two highly experienced co-founders to take this product from concept to clinic, supported by world-class clinical and scientific advisors. You'll own the quality and finance processes and systems that keep the business running smoothly; using AI tools to streamline and automate where possible, freeing the wider team to focus on building.

The Role

We are looking for a detail-focused **Operations Coordinator** to act as the operational backbone of our growing team.

We are currently building our Quality Management System (QMS) from the ground up, with the goal of ISO 13485 certification by January 2027. Unlike traditional setups, we are implementing our QMS using digital platforms and AI automation. You will work closely with the Chief Technical Officer (CTO), who brings extensive experience in regulated industries, to ensure procedures are followed, audited, and constantly iterated for improvement.

This is a flexible, part-time role. It is ideal for an aspiring engineer seeking experience in healthcare/regulated industries, or an experienced professional looking for a high-impact role that fits around their lifestyle.



Key Responsibilities

- **Quality Management System (QMS) Administration:** Maintain the digital QMS, ensuring all documentation is completed, approved, and filed. You will conduct internal audits and follow up with engineering teams to ensure compliance.
- **Finance & Payroll:** Process payments, manage financial records, administrate payroll/tax duties, and categorise transactions using digital accounting software.
- **Supplier Management:** Set up and monitor critical suppliers, ensuring they meet our rigorous quality control standards.
- **Founder Support (PA):** Provide high-level administrative support to the co-founders, including diary management, travel arrangements, and meeting coordination.
- **AI Systems Integration:** Support the implementation of AI-driven/agent business systems to automate "the mundane" and optimise complex workflows.

About You

You are exceptionally organised, practical, and tech-savvy. While experience in regulated industries is a plus, we prioritise a growth mindset and the ability to learn quickly.

Required Qualifications & Skills

- **Proactive Reliability:** You think three steps ahead to solve problems before they escalate.
- **Judicious Detail-Oriented:** You have the judgment to know when "perfection" is required and when "just enough" detail is optimal for startup agility.
- **Tech-Forward:** You are confident using modern software and are excited by the prospect of using AI to automate administrative tasks.
- **Communication:** You are a clear, personable communicator able to hold managers and engineers accountable during audits.
- **Adaptability:** Comfortable in a dynamic startup environment where responsibilities can shift quickly.

Desirable Attributes

- Experience with ISO 13485 (Medical), AS9100 (Aerospace), or similar regulated Quality Management Systems.
- Prior experience as a Business Administrator, Quality Manager, or Junior Engineer.

Why Vitalis Ortho?

- **Expert Mentorship:** Work daily with experienced co-founders and a world-class group of advisors who are committed to your development.
- **Flexible Working:** We focus on outcomes and performance, not "clocking in." We offer true flexibility to suit your lifestyle.
- **Direct Impact:** Your meticulousness ensures our implants reach patients safely, directly preventing unnecessary major surgeries for thousands of people.
- **Modern Culture:** Based in Paddington in a tech-forward, high-performance environment.



Compensation & Benefits

- **Competitive Reward:** We are looking for the best talent and offer a compensation package of up to £30,000 per annum.
- **Equity Stake:** As a founding team member, you will participate in the long-term success of the company through a meaningful equity package.
- **Flexible Work:** We're offering a flexible, hybrid approach designed to fit your life, ensuring you have the tools and freedom to deliver excellence from anywhere

How to Apply

Please submit your CV along with a brief cover letter to management@vitalisortho.com. In your letter, please describe an instance where you identified a process inefficiency or a potential quality error and took the initiative to fix it.