

WE ARE HIRING!

Join us & shape our future.



Chief of Staff

www.infonetica.net

Hi.

My name is Raja Prasanna. I am the CEO of Infonetica. I am looking to hire a Chief of Staff for Infonetica.

I have spent quite a bit of time trying to come up with a reasonable title for this role and eventually settled on Chief of Staff. I might as well have called it My Right Hand or the Shadow as the Amazonians would have referred it to.

I used to work for a large corporation. I had a pretty interesting career until I completed my MBA and got promoted to a high profile role that turned out to have no real world-changing action.

So I decided to quit my job, raise some money to acquire a small but high potential company. Two years ago, I acquired Infonetica - a SaaS company supporting researchers around the world so they can focus on what matters the most to them, their research.

In the last two years, we have grown by 50 per cent. But our work is just getting started.

We now have an ambitious plan to scale the business - doubling ourselves in the next three years and further plans geared towards a hairy audacious ten-year goal.

I am looking for someone who can follow me around closely, support my decision making, frame problems and solution sets for the team, and importantly, follow through with the team and get things done.

If you are someone who likes to make well thought through as well as tough calls, roll up your sleeves when it matters, get your hands dirty, get things done and gets a buzz out of growth, drop me a note and your CV. I would love to talk to you.

Best regards,



Raja Prasanna
CEO

[Infonetica - Powering the Research of Tomorrow](#)

<https://www.infonetica.net/>

<https://www.linkedin.com/in/rajaprasanna/>

Chief of Staff
Infonetica
Esher, UK

Company:

World-class research studies are what shape our lives. At Infonetica, we believe in empowering the people behind these studies with pioneering software solutions that support the groundbreaking research of tomorrow. We are a multi-national research and clinical trial focused Software as a service (SaaS) provider with offices in the UK and Australia. Our customers love our products and we are proud to contribute to the future of our world. We are in an exciting phase of scaling our company and are on the lookout for ambitious, bright, and energetic candidates to join us and shape Infonetica.

Role:

We have an exciting opportunity for a sharp and analytical candidate with an entrepreneurial mindset to join our business and drive our 5-year plan. This is a fantastic opportunity to work closely with the CEO at a time of high growth.

This opportunity would interest candidates who can make decisions with ease, roll up their sleeves when it matters, get their hands dirty, get things done and get a buzz out of growth.

Reporting to the CEO and a member of the Leadership Team, the ideal candidate must be entrepreneurial, driven and be able to get things done.

Responsibilities:

- Be an integrator connecting all workstreams within the company
- Assist the CEO and the Leadership team in thinking through opportunities and problems
- Increase speed and quality of decisions made within the organisation by prioritising, defining decision scope, collating evidence and mitigating biases
- Execute decisions and projects
- Ensure goals, projects and tasks across the organisation are effectively followed up and completed
- Proactively manage information flow across the organisation
- Effect the right operating rhythm within the company
- Foster agility, innovation and entrepreneurial mindset within the organisation

Desired Personal Attributes:

- Entrepreneurial mindset
- Self-driven
- Good listener
- Excellent verbal and written communication skills
- Analytical thinking and methodical problem-solving skills
- Numerical skills
- Impeccable attention to detail
- Ability to form relationships

Salary & Benefits:

- £70,000 base salary
- Stock options
- 5 weeks paid holiday per year
- Private health insurance
- Reimbursement towards health & fitness membership
- Salary sacrifice benefits
- Pension

Working Location:

The primary work location for the role is Esher (KT10 9SD), which is a 30-minute train ride from London Waterloo. We are currently trialling hybrid as well as Event-based work-from-office options – the conclusion of which will determine our working location policy.

Contact:

Email careers@infonetica.net with your CV and cover letter detailing why you are interested in this role and how you would contribute to this role. Please include CS2203 as the subject of your email.

WHY INFONETICA?

Of all the many tech companies out there, why pick Infonetica?

If you're looking to work within a young, friendly, energetic and innovative team for a small but dynamic company, we'd love to help you fulfil your potential.



WHO WE ARE, IN A NUTSHELL

Founded to support the UK National Health Service in 2002, we've spent two decades powering more than two million research studies and 600,000 users worldwide.

We're bonded by a shared passion for supporting researchers with pioneering, flexible and cloud-based software, so they can focus on the kind of groundbreaking studies that shape our world.

As an example, we supported the development of the Covid 19 vaccine through our software products.

WHAT DO WE DO?

We make researchers' lives easier by offering them robust software systems that integrate management, control and communication to unlock real-time collaboration, eliminate data entry, automate notifications and remove human error for the complete cycle of their project.

Put simply, we use technology to help researchers be more productive and use fewer materials.



Flattering love from customers

"Very few competitors give the user the power to create and customise the forms and workflows as Ethics RM does. I've not seen anything that comes close to supporting the online review process like it." –
Monash University.

WHO DO WE WORK WITH?

We're proud to have worked with leading global organisations such as the NHS, The London School of Hygiene & Tropical Medicine, Monash University, Australia, and King's College London.

As a team, we work in partnership with users at every stage of the way – from software selection to training, configuration and going live. We stay proactive, aiming always to exceed expectations and deliver the very best possible solutions in a way that suits the particular needs of any given institution.



WHO ARE WE LOOKING FOR?

We're looking for passionate, warm and friendly candidates to join our small but growing team. Our culture is one of mutual respect and inclusivity; we encourage free-thinking and collaboration so that together, we can innovate, pivot and meet our users' needs.

If you're naturally curious, keen to learn and would love to help researchers focus on some of the most cutting-edge work around the world, then we want to hear from you!

EXPERIENCED CANDIDATES OR GRADUATES?

Whether you can hit the ground running or are able to learn on the job, the most important thing is that you share our values, vision and commitment to going above and beyond for our customers.

*"Working here for over a year, I feel part of a tight-knit organisation. As someone young in their career, I get the support I need while feeling at ease to express my ideas. We are growth focussed - both company and individual career growth" - **Jeremy Rivera, Customer Experience Executive***

WILL YOU BE OFFICE-BASED?

When you join our team, we want you to enjoy working with us. That's why we remain flexible, but value face-to-face interaction to help build strong working relationships by working in the office when needed.

ANY PERKS?

We offer generous holidays, private health insurance, reimbursement towards health & fitness membership, a pension or superannuation, breakfasts in the office and beer on a Friday evening.



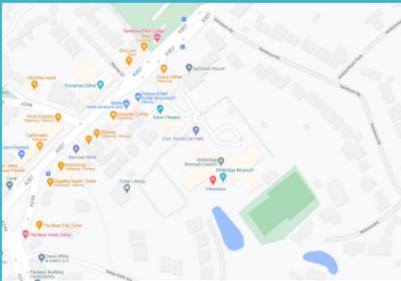
OTHER THAN WORK, WHAT ELSE DO WE DO?

As a young team, we're all for having fun, as well as working hard. We love to hold Innovation Days when we come up with a problem and solve it in a day; Code Jam coding contests for developers and Board Game Nights.

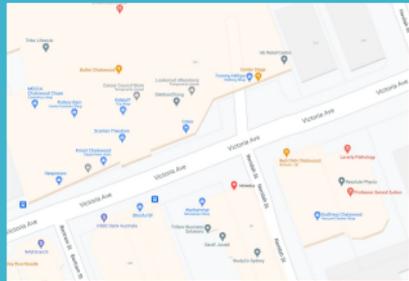
WHY DO WE HAVE SOME BAD REVIEWS ON GLASSDOOR?

Those reviews were from the past when a former management team was in place. The more recent quotes reflect who we are as a company today – young, energetic, warm, forward-thinking and supportive.

HOW DO YOU GET TO THE OFFICE?



In the UK, we're based in The Civic Centre, Esher, Surrey. We're just off the A3 if you're driving, or you can reach us via Esher train station. There's car parking on-site, and the station is less than a mile away.



In Australia, we're located in Chatswood CBD, opposite Chatswood Chase Shopping Centre and just a short 7 minute walk from the Chatswood Railway Interchange.



READY TO GET IN TOUCH?

Send your CV and covering letter to careers@infonetica.net

UK

The Civic Centre,
High Street, Esher,
KT10 9SD

Australia

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NSW 2067

infonetica
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