

Title	Chief of Staff (Start-up)
Descriptions	<p>At Silvermorph Tech, we are dedicated to developing AI-powered solutions tailored to empower those who serves the unique needs of the elderly and their caregivers to achieve aging in place.</p> <p>We're seeking a Chief of Staff (Start-up) to support our aggressive growth plan in the next 12-18 months and beyond. We believe our solution will create a significant impact to help "Aging-in-place" an attainable goal for Hong Kong. This is a unique opportunity to lead high-impact projects while working closely with executive leadership.</p>
Responsibilities	<p>(1) Lead Funding Applications</p> <ul style="list-style-type: none"> - Drive the preparation and submission of a major government-funded project proposal - Customize application material to maximize our chance of success - Ensure accuracy and clarity in all submission <p>(2) Pitch Project Management</p> <ul style="list-style-type: none"> - Serve as the central organizer for our start-up pitches - Owner pitch materials (slides, summaries, Q&A) and ensure all stakeholders (CEO, CTO, etc.) are aligned and ready - Lead rehearsals and manage timelines to ensure successful delivery <p>(3) Product Management</p> <ul style="list-style-type: none"> - Product owner to ensure that our solution has a well-articulated business plan by truly understanding our customers need - Work hand-in-hand with product development team by leading the business/ user requirement definition and prioritization - Lead the alpha and beta tests to ensure they are designed and executed on-time and align with overall business goal <p>What You'll Gain</p> <ul style="list-style-type: none"> - First-hand experience in project leadership and startup operations - Exposure to grant writing and gerontech sector - Mentorship from experienced founders and tech leaders - A chance to contribute meaningfully to tech-for-good initiatives <p>Reference reading: https://www.forbes.com/sites/allbusiness/2024/08/09/what-is-a-chief-of-staff-and-does-your-startup-need-one/ </p>
Skills Required	<ul style="list-style-type: none"> - Excellent written and verbal communication skills - Strong presentation and storytelling abilities - Bachelor Degree or Above. STEM or Business Majors. - Highly organized, proactive, and able to manage multiple tasks independently - Interest in startups, innovation, and aging/health tech is a definite plus

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