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# Example of Business Operations & Strategy Job Description

Our growing company is searching for experienced candidates for the position of business operations & strategy. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for business operations & strategy

* The Ops Associate is responsible for overseeing the IC/vendor paperwork process, owning the effective adoption of and adherence to best practices across the organization
* The Ops Associate works closely with managers responsible for submitting IC/vendor payment spreadsheets to ensure payment amounts align with invoices submitted to the TPAS system
* The Ops Associate provides expense management support for any approved logistical coordination responsibilities performed
* Partner with Finance to assess revenue growth opportunities and cost management initiatives including the monitoring of sales forecasts and pipelines line of business expenses, and recommends changes to current operating approaches to maximize line of business performance
* Create and deliver business cases with supporting financial analysis
* Develop strategic systems to build scalable business operations
* Collaborate cross-functionally to define and execute company-wide initiatives
* Define and analyze dashboards, reports and metrics for monitoring business operations and performance
* Clearly articulate larger impacts of individual initiatives
* Manage relationships and agreements with outside partners and service providers

## Qualifications for business operations & strategy

* Demonstrated record of accomplishment and increasing scope of responsibility including leadership of high performing teams
* Track record of driving change and launching successful new initiatives with varying degrees of direct authority
* Ability to interact with senior executives and management, business staff at all levels
* SAS and Tableau are a plus
* Knowledge of Media & Entertainment industry, specifically Cable TV, Pay-TV, OTT Services
* Comfortable working in energetic, fast-moving, complex working environments