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# Example of Commercial Operations Specialist Job Description

Our innovative and growing company is looking for a commercial operations specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for commercial operations specialist

* Tracking of order shipments to ensure on time and complete deliveries to customer sites using various logistical databases and carrier websites
* Issue resolution and general support for North American Business center, account managers, and project managers
* Collaborate with multiple departments to fulfill customer expectations while complying with company policies
* Manage multiple projects with shifting priorities and deadlines
* Understand, analyze, document, and communicate contractual, technical and commercial terms and conditions relative to the company standard
* Review quotation pricing for correctness and accuracy
* Ensure all quotes are completed in a timely and consistent manner
* Work closely with sales and marketing to customize quotations
* Perform work of a technical or specialized nature which requires an in-depth and detailed knowledge of Company practices and procedures
* Define the operational operating model

## Qualifications for commercial operations specialist

* Detail Oriented- Understands the importance of details and seeks to understand their impacts
* High degree of self-motivation, and ability to work independently and under tight deadlines on multiple items
* Demonstrated ability to work successfully in a fast paced environment
* Customer Service Oriented – must be comfortable communicating with internal/external clients on the phone and via email
* Technologically Adept- Proficient in use of all MS Office programs
* General knowledge of financial exposure and ability to understand simple to moderate customer structures