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# Example of Commercial Operations Job Description

Our company is growing rapidly and is looking for a commercial operations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for commercial operations

* Oversee installation crews and installation progress
* Manage project schedule using Zipline
* Arrange, schedule and conduct key project meetings with inspectors, customers, and sub-contractors
* Help develop deal strategy with the Region Sales team
* Contribute to individual deal strategies to drive both price and hit rate
* Support documentation of Compilation of Proposal
* Review Customer Purchase Orders to ensure Compliance with Approved Price Levels, Terms and Cycle commitments
* Provide PO Acceptance / Acknowledgment to customer with correct language and terms
* Request and coordinate bid-related tasks from the required resources (Application Engineer, Commercial Finance, Legal, Regional Leadership, Risk Manager) to create a compliant bid
* Manage ITO to Order To Remittance (OTR) handover process

## Qualifications for commercial operations

* 5+ years of related production experience required
* Candidate should have 1-2 years experience working in the broadcast industry – experience in the operations or postproduction arena preferred
* Must demonstrate initiative, resourcefulness and ability to manage multiple projects under tight deadlines
* Must possess strong interpersonal skills, be detail-oriented, flexible, have the ability to prioritize, work efficiently and independently with both speed and accuracy
* Demonstrated knowledge of all video and audio media formats a must
* Experience working with traffic systems a plus