Downloaded from <https://www.velvetjobs.com/job-descriptions/enterprise-operations>

# Example of Enterprise Operations Job Description

Our company is growing rapidly and is hiring for an enterprise operations. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for enterprise operations

* Enter project ideas in Clarity and convert to projects
* Maintain projects in Clarity according to project requirements
* Perform month-end posting
* Work with Finance team on maintaining project budgets
* Manage the schedule and activities leading up to Investment Rationalization Board (IRB) meetings
* Collect and compile information from various support areas for IRB meetings
* Create Board of Directors presentations
* Assist project managers with maintaining project budgets, posting entries and reconciling Clarity with CIP account
* Assist with on-boarding of new project managers
* Maintain EPS Sharepoint site

## Qualifications for enterprise operations

* IT Program Management with an emphasis on Enterprise VTC/Video streaming operations
* Proven experience developing successful Network, Data Center, Storage and technical integration solutions in an enterprise environment on industry standard integration suites on multiple projects
* Experience with public and Private clouds PaaS environments and administration
* Work closely with IT network, infrastructure, tools and engineering teams to ensure to effectively resolve incidents and perform other production support activities
* Create system upgrade, capacity, and patching roadmaps
* Provide monthly and weekly production dashboards