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# Example of Enterprise Operations Job Description

Our growing company is searching for experienced candidates for the position of enterprise operations. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for enterprise operations

* Administrator of CA PPM Clarity
* Maintain various project lists and project reporting
* Create new project reporting upon request
* Coordinate meetings, such as Investment Rationalization Board and Program Review Council
* Maintain business continuity plan for department
* May lead small – medium projects
* Serve as the key liaison between the Business and IT teams to proactively clarify and prioritize business ideas, needs and problems that require technology enablement
* Work with the manager and project team to create high level approaches and solutions (scope, functionality, business processes)
* Champion and support sales org
* Lead team that monitors all systems, network, and brand assets

## Qualifications for enterprise operations

* Build tools to enhance production triage and improve time to detect issues
* Take charge of outages, lead calls until they are resolved, and make sure the root cause has been found and fixed, while closing the case as the lead on an Incident Review
* 5+ years overall managing applications operations support teams or related experience
* Minimum of 4 years relevant project management experience
* Minimum of 7 years total relevant work experience in the telecommunications industry preferred
* Experience with Microsoft Office Suite, including Excel, PowerPoint and Word project management software