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# Example of Group Operations Job Description

Our company is growing rapidly and is looking for a group 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 group operations

* Accountable for appropriate implementation of and compliance with company SOPs, policies, templates and guidelines within US DRA Operations, identifying the need for and contributing to creation of new or updates to existing quality documents
* Responsible for the interface, communication, transparency and operational leadership with regard to US documents, in close collaboration with relevant DRA groups in Allschwil
* Leadership role in assigned production area
* Coordinate with Utility Operator on off shift/weekend Maintenance repairs
* Incident Commander
* Assists with coordination of training/development/mentoring of Ops personnel in specific production area
* Communicate performance issues to area-specific Operations Leader
* Responsible for organizing team member to accomplish daily production schedule
* Ensure daily housekeeping standards are maintained in assigned area
* Responsible for accurate and timely Asset Database by shifts end

## Qualifications for group operations

* Willingness and ability to learn other tasks and activities within the ICoFR Operations team and be the back-up for other team members
* Degree in analytical / mathematically related subjects ideal
* Must have flexibility in regard to the duties assigned and problem solving skills, be able to work independently
* Degree holder or Minimum 1-2 year working experience in Trade Operations
* Meticulous & likes processing work
* Project Management or System Development experience is preferable