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# Example of Management Operations Analyst Job Description

Our company is growing rapidly and is looking to fill the role of management operations analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for management operations analyst

* Automate / improve metrics collection and reporting processes on continuous basis
* Identify and asses new and existing tools which can improve the visualization of data
* As we implement our new business service management platform, this role would assist in the innovation and transformation of our IT / Business processes
* Initial focus is to be on the facilitation in gathering and implementing of essential foundational elements required to achieve customer center Business Intelligence and Performance Analytics dashboards
* Providing end to end requirements, process documentation , design and implementation of new automated service delivery systems
* Understand broader business drivers to map business needs to process & functional solution design
* Participate in end to end process documentation, implementation planning including project management, issue management, communication and change management
* Must be someone who is intellectually curious and excited about working with customers and gets gratification from building useful business and IT solutions
* Business analysis skills and ability to talk to internal customers to get business requirements understand challenges and translate those into working solutions are essential
* Prepare to gain a comprehensive understanding of the trade lifecycle by interacting with traders, portfolio manager, brokers, and custodian in order to work toward the shared goal of risk mitigation

## Qualifications for management operations analyst

* Strong team player, must be reliable, pro-active, results-oriented, customer-focused and attentive to details
* Experience/knowledge in the areas of data warehousing, relational databases, and reporting software
* Experience within law, regulatory reform or credit
* Experience with financial reform including Dodd Frank along with NY and/or UK law
* Experience preforming KYC checks as part of client onboarding process
* Proven success working with financial products and services