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# Example of OP Manager Job Description

Our growing company is looking for an OP manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for OP manager

* Responsible for the ongoing engagement of advocates
* Ensures that a core of members are active and enthusiastic
* Recruits new Advocates as required (there will be turnover)
* Encourages and helps members to contribute under their own name instead of funneling all contributions through the Community Manager
* Diagnoses issues and takes pro-active measures
* Shares community activity or lessons learned with Manager, Talent Intake and Management
* Assists community members with platform-related questions, forwarding the discussion to the technical support group as needed
* Supports students if they have any questions or concerns – connect them to someone who can answer their questions, if you are unable to
* Identifies and develops relationships with key influencers, subject matter experts and community members, and engage them in community activities
* Facilitates events for the students such as Orientation, Networking, Volunteer, Professional Development and Social events

## Qualifications for OP manager

* Identifies and seeks resolution to project issues and risks
* Superior understanding of best practices in S&OP strategies, approaches, and methodologies and Leadership weight and a natural bias for action
* 8+ years' experience in S&OP, demand planning, demand management or similar functions
* Solid analytical skills and the ability to translate analysis into clear narratives
* A background in a consumer goods company is highly preferred
* Available in September for a 4 month work term