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# Example of Operational Support Job Description

Our company is growing rapidly and is hiring for an operational support. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for operational support

* Prepare logistics Business plan Report with Analysis of Results and Proposals
* Support on Key Business Process.ISO
* Collating and presenting information in a clear, consistent and timely manner, using structured and logical approach
* Leading the development and execution of project implementation plans, including providing leadership communications and updates as required
* Planning and scheduling Logistics team meetings
* Provide Congressional Liaison and Protocol Specialist support
* Ensures PEO IEW&S’s position, and perspective are represented and defended with regard to all Congressional affairs
* Facilitates, coordinates, and expedites fact gathering efforts
* Reviews data in light of regulatory provisions to determine propriety and consistency of action and/or need for correction
* Serves as the facilitator for all information to be passed to higher headquarters or directly to Congress on matters involving congressional interest

## Qualifications for operational support

* Foreign field experience (4 to 6 years of successful foreign tours working for the intelligence community) as an operations officer with increasing levels of responsibility
* University degree or HND in an appropriate scientific discipline or proven experience in pharmaceutical, food industry and/or allied industry
* Proven experience of working in regulated environments and supporting a Quality function
* Demonstrated experience working independently in a laboratory/development based environment
* Accurately keeping of laboratory note books
* Good level of IT literacy with experience of software packages such as MS Office, MS Outlook, Team Sites, SAP