Downloaded from <https://www.velvetjobs.com/job-descriptions/operations-advisor>

# Example of Operations Advisor Job Description

Our company is searching for experienced candidates for the position of operations advisor. 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 operations advisor

* Adheres to SLA guidelines
* Responds to all sales and customer requests
* Maintains records of any assigned activity or customer contact in Sirius' CRM system
* Reviews and assigns requisitions, works with hiring managers to determine internal hiring needs, and screens candidate pipeline
* Coordinates quality improvement initiatives and may assist in developing solutions to increase efficiency
* Updates employee indicative data
* You will lead the enterprise infrastructure of the Network Security team, such as implementation of firewall rules, web proxy infrastructure updates, intrusion detection device policy management, wireless intrusion prevention infrastructure support and advanced malware protection
* You handle fixing enterprise environment network access issues, infrastructure failures and performance degradations
* Participate 24x7 on-call rotation management for production issue resolution
* You optimize Network Firewall rule sets to require minimum access necessary, in addition to optimal device processing Configure, upgrade and maintain devices to latest code releases and performance improvements

## Qualifications for operations advisor

* Management and supervisory experience in developing countries
* Team work – someone that is willing to roll up their sleeve to help the rest of the team understand the reports we have available plus be able to do any “ad hoc” requests that the business needs
* Communication– provide clear, concise communication to all stakeholders, inclusive of leadership team
* Follow-through – someone that delivers on what they say they will do and in a timely fashion
* 5-7 years of proven experience in events
* Post-secondary education or professional designation in a related discipline such as special event planning, marketing, sponsorship or communications