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# Example of Operations Advisor Job Description

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

## Responsibilities for operations advisor

* Performs all HR operations task at the unit or hands over the processes towards HR shared services
* Create, monitor, and close out tickets in the case management tool, work closely with other HR staff members, and HR systems to provide service and support to all other HR functional areas
* Actively contribute to the plan and execution of operations of wells, facilities and systems to ensure safe operations, production is maximized and costs are sustainably minimized
* On behalf of operations, assist in the selection and development of key initiatives such as Managing Safe Work (MSW), Operational Excellence Leadership in Safety (OELIS), Operational Excellent (OE) Audits, HES process and procedures
* Maintaining key partnerships across the business
* Acts as point of escalation and mentor/coach for Level 3 Security Operators to guide them through advanced technical troubleshooting and security analysis
* Participates in an one-week on-call rotation to ensure 24x7 availability to handle escalations, and works after normal business hours (on occasion) to implement planned configuration changes
* Performs advanced hands-on analysis of security and infrastructure incidents
* Develops, approves, schedules, and verifies changes that are pushed to security appliances
* Provides expert technical advice to management, client delivery services, and project managers

## Qualifications for operations advisor

* Knowledge and/or experience with cathodic protection, measurement, and/or SCADA equipment is beneficial
* Must have people skills and task prioritizing skills to allow for scheduling, supervising, directing, and managing several pipeline and station operators and, at various times, contract personnel
* 4+ years of experience with MDF programs and/or supporting Sales or Finance teams
* Motivated, self-starter, proactive and results oriented
* Expert in SQL programming language
* Proven ability to manage remote team members