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# Example of Operations Associate Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of operations associate manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for operations associate manager

* Accountable to act as escalation point for all IT and logistics upgrades, communicating and forecasting impact to all necessary parties through the business
* Act as internal lead for all current and future cross-functional rockport.com initiatives (eg
* Maintain streamlined inventory allocation process, working closely with merchandising team to ensure stock levels meet demand and quality standards
* Responsibile for weekly reporting on activity and KPIs
* Interacting with various internal departments such as Fund Accounting, OTC Operations, Investor Relations and IT
* Responsible for the supervision of Trade Processing team tthat covers deal processing and settlement activities ( Import LC, Export LC, Bank Guarantee/SBLC Documentary Collections, etc
* Support Trade Sales/ business development in providing support and information required
* Participate in BCP/DR test / Call Tree etc and ensure the plan is up-to-date to support this requirement
* Prepare monthly report on major activities to Trade regional office
* Conversant with and able to apply UCP 600, ISP 98, ISBP

## Qualifications for operations associate manager

* Solid understanding of operational processes used to support B2C customers, contact center volume forecasting/staffing
* Bachlor's degree or equivalent experience
* 3+ years eCommerce experience, ideally from a retail/B2C environment
* A minimum of 1-year experience in events, hospitality or travel
* Preferably with University degree and/ or at least 5 years related working experience
* Preferably with CDCS qualification and trade document checking expereince