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# Example of Operations Associate Manager Job Description

Our growing company is hiring for an operations associate manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for operations associate manager

* Complete all monthly 1-1 discussions on time and adequate feedback is documented
* Over a period of time, should be able to engage with partners as a Product SME for multiple clearings
* Actively lead operations processes to ensure all products meet/exceed established quality standards
* Champion efforts to comply with all safety, quality and operational documentation
* Oversee local compliance and reporting with respect to the identification, tax treatment and reporting of transactional and operational taxes covering (FATCA, CRS, UK CDOT, IRS Chapter 3 & 61, related section codes 305c & 302 , Hire Act 871m, QDD, QI and FTT)
* Collaborate with Legal Taxation Groups, Project Managers and Business Product owners to assist in the formation of Tax Policies and Tax Operation process controls
* Develop individual team members by creating individual objectives, reviewing performance and training requirements, with a view of targeting deficiencies and developing skills
* Primary responsibility for the Controls framework and agenda for Alert Operations in North America
* Lead the regional Controls Agenda for the sub-function, working in close partnership with global/regional representatives – in addition to coordination of BAU resources assigned to provide support to Controls programs and initiatives
* Provide strong thought leadership and communication skills in relaying Alert Operations Controls information to global colleagues, stakeholders and staff

## Qualifications for operations associate manager

* Previous store experience preferred with emphasis on clienteling and/or in-store events
* Must be proficient in Adobe Photoshop and Adobe InDesign
* Must be proficient in the use of Macintosh systems and programs and electronic troubleshooting methods
* Good interpersonal skills to build cross-divisional relationships
* Risk management / Audit experience
* Directs the activity and daily operations related to call center staffing and agent preparedness