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# Example of Operations Assurance Job Description

Our innovative and growing company is looking to fill the role of operations assurance. 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 assurance

* Strong domain understanding of the settlement business between operators and Delivery Team
* Formation of compelling business case models, and value creation argumentation
* Willingness and availability to travel frequently
* Coordinate the operational interface between operational delivery units and the customer’s retained organization (ex
* Subcontract the operational KPI trend analysis and report
* Compiles complete batch records through collection of documentation from multiple sources (production, labs)
* Establish and maintain liaison with the FAA (local, ACO, ) and other regulatory agencies on all matters pertaining to CASS/SMS initiatives
* Provides quality support through quality review and approval of investigations or change controls
* Reviews and approves discrepancy reporting, investigations and CAPAs associated with all areas of laboratory operations including, incoming, in-process, release, and stability testing
* Reviews and approves laboratory periodic trending and performance reports

## Qualifications for operations assurance

* Academic Degree in Telecom or Business Management
* Minimum 10-15 Years of Experience on Network Operations, planning or Engineering
* Minimum 1-2 years experience in developing /producing control and service metrics
* Minimum 1-2 years experience in application development, production/customer support, information security operations
* Proficiency with Sharepoint site administration / development required
* High level of proficiency with MS Office Suite (Excel, Word, Project, PowerPoint, Access and Visio) required