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# Example of Operations Professional Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of operations professional. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for operations professional

* Prepare scheduled and ad-hoc metric reports using Salesforce, Intacct, Business Objects, Excel, Powerpoint
* Maintaining assets entrusted to him/her
* Collecting all information necessary to fully understand and perform his/her tasks and duties
* Educating him/herself in context to his field of work, and tracking and complying with changes in policies and the regulatory environment
* To co-ordinate Sales Channels reporting and manage the logistics for central reporting Fora
* To monitor the training delivery agencies, ensuring compliance with training strategy and cost effective delivery
* May deliver relationship programmes aimed at improving customer satisfaction
* May work at risk to ensure that billing and charging goes ahead, monitoring the integrity of prospect and opportunity data, correlation of information and analysis for senior management
* Supports the maintenance and development of various geospatial datasets
* Reviews data and perform quality assurance checks for adherence to quality specifications as required by client

## Qualifications for operations professional

* Experience of Agile project management methodology
* Pensions experience/knowledge desirable
* Bachelor’s degree in Finance, Accounting, Business Administration or related from a four year accredited college or university or demonstrated equivalent combination of experience and skills
* An MBA, or equivalent advanced degree, from top tier program
* Background in a management capacity at a global engineering & construction firm
* Background in a management capacity at management consulting firm