Downloaded from <https://www.velvetjobs.com/job-descriptions/operations-tech>

# Example of Operations Tech Job Description

Our company is looking for an operations tech. 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 tech

* Actively participate in monthly accounting close
* Assist with the development of operating budgets and financial projections consistent with corporate objectives/deliverables
* Partner with various levels of management on the business planning process including validating models and rationalizing incremental resources (headcount, expense, capital) for calendar year initiatives
* Perform due diligence, create business cases, and provide decision support to management for strategic initiatives, business expansion, potential acquisitions and joint ventures
* Continually streamline processes and proactively develop ways to enhance financial support to the client
* Leads analysis and design of existing and new business processes thatspan multiple areas of the organization, including Customer Operations
* Provide operational and logistic support for Epi Wafer Processing
* Track, manage, and coordinate material going through the EpiFab
* Familiar with factory and inventory management systems
* Perform transactions and reports in MES for tracking substrates and wafers in process through the EpiFab

## Qualifications for operations tech

* At least 5 years experience managing large infrastructure delivery efforts
* Experience using third party ad serving systems, such as DFP and FreeWheel
* Experience with video ad serving technologies such as VAST and VPAID
* Experience with content management systems and project management tracking systems such as JIRA
* Basic knowledge of CSS, HTML and Javascript, particularly in regards to serving display ads
* Detail-oriented and diligent work ethic with excellent organizational, project/time management, analytical and problem-solving skills