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# Example of Productivity Manager Job Description

Our growing company is looking for a productivity 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 productivity manager

* Following the standard methodologies, where applicable and complete all required program and project management deliverables and artifacts
* Completing monthly Status report in line with guildelines and timelines
* Providing full transparency of the program to the right stakeholders
* Proactively suggesting improvement by bringing them to the attention of the program leadership team
* Continuously Selecting and onboarding appropriately skilled resources to successfully deliver the program
* Providing dedicated support to Wealth management and Wealth Finance in monitoring and reporting on expense management initiatives
* Responsible for managing certain consumption based expenses (example, phone lines and desktops) in terms of defining eligibility/usage criteria, working with key stakeholders to ensure alignment (example, Wealth Technology), monitoring and reporting compliance to policy (reporting to Wealth management and Operating Committee) and engaging Wealth lines of business as appropriate
* Provide in-depth analysis of pan-Wealth expenses identified through the Transformation Program Office or by Wealth Finance partners, identify opportunities for expense management and follow through on implementation of recommendations
* Organise and deliver Make-up training, Fragrance training and New Product Launch sessions to agreed Distributors, Top Retailers’ and their training teams
* Present monthly training reports, sharing and demonstrating new and more efficient/effective ways of training delivery

## Qualifications for productivity manager

* Participate fully as a member of the Wealth Finance team, promote team effectiveness and contribute to a positive work environment
* Extensive business unit strategy consulting experience from a Tier 1 Management Consulting firm or Professional Services firm, particularly in productivity improvement, strategic planning and analytics
* Advanced analytical skills and the ability to draw inferences from large volumes of data
* Ideally have experience in the Telco, Media and Technology space but not essential
* Visit key distributors and retailers when required to support trainings and the embedding of product and service knowledge
* Assess the learning and development needs for individuals and key business partners