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

# Example of Senior Operations Analyst Job Description

Our innovative and growing company is looking for a senior operations analyst. 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 senior operations analyst

* Perform administration duties related to the document custodian and document repository
* Oversee the day to day processes of the sub-servicer, document custodian and document control systems including document ingestion, transfers, export and delivery, and reporting
* Manage system enhancements to support business initiatives
* Identify enhancements to further automate processes and drive efficiencies
* Work with document custodian, vendors, and counterparties to clear collateral document exceptions related to loans in inventory
* Research exceptions associated with existing collateral files and independently recommend appropriate solutions to ensure exceptions are resolved
* Maintain accurate and up-to-date collateral inventory and trailing document reports
* Regularly prepare executive updates for programs in process to keep the leadership and management teams informed
* Collaborate with key stakeholders across the organization to drive quality improvements in loan servicing
* Oversee and report on interim subservicing performance from a transactional level

## Qualifications for senior operations analyst

* Results-oriented with willingness to be accountable for high-profile analysis and presentations
* Able to build and present business cases to Senior Management
* Candidate with relevant years of experience in corporate actions, asset servicing
* Prior Operations Support support to military aviation logistics programs
* 5 years of experience with operations and cost analyses
* Ability to apply analytical and data management expertise