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

# Example of Senior Operations Analyst Job Description

Our innovative and growing company is searching for experienced candidates for the position of senior operations analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for senior operations analyst

* Leverages insights to support the development and evolution of the sales model including role definitions and the optimization of roles / responsibilities across roles to maximize touch points with the customer and support a high level of customer satisfaction
* Works collaboratively across multiple functions (HR, Marketing, Sales, Finance, Ops ) to leverage perspectives and drive for optimal territory and account alignment and other activities
* Provide day to day Sales Operations support to Sales teams and Sales Management
* Assist with report creation and dashboard development
* Lead key initiatives around Sales business processes, working with various departments and applications
* Responsible for producing, fact checking and distributing pipeline reports on a monthly basis
* Work closely with VPs and Sales Directors to create customized reports for additional visibility into current sales trends
* System and end-user acceptance testing of solutions according to the specification
* Ensuring that financial master data, rules, dimensions accurately maintained
* Active participation in projects where BFC is impacted or targeted with a consultative mindset

## Qualifications for senior operations analyst

* 3 years’ experience leveraging data from CRM/Sales tools for reporting and analysis
* Experience in modeling advanced system capabilities and behaviors in simulations
* Candidate with relevant years of experience in Settlements & Reconciliation
* Possess in depth market knowledge in securities settlements and transfers for range of products like equities, fixed income and structured products, and mutual/hedge funds
* 3-5 years of campaign management and/or marketing experience
* Experience in data/analytics role