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# Example of Services Manager Job Description

Our company is growing rapidly and is looking to fill the role of services manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for services manager

* Close attention to detail and excellent follow-through skills
* Manage queue of incoming requests and process efficiently
* Manage several Business Partners and tend to their specific needs
* Process quotes and Customer Service Agreements within a specific timeframe
* Responsible for understanding and communicating service offers and content
* Responsible for excellent customer service and responsiveness
* Responsible for reducing the amount of time it takes to process quotes and purchase orders to vendor
* Responsible for driving vendor service renewals and managing various programs
* Responsible for various administration duties
* Maintain database of quote activity

## Qualifications for services manager

* Manage of housing and camp maintenance and refurbishment programs
* Be responsible for all relevant ancillary support contracts
* Own Material Risks relevant to your portfolio, including Remote Travel, Airport, Buses and Water continuity and quality
* Tertiary qualifications in Engineering, plus 15 years’ experience within engineering and project management
* Successful implementation and understanding of the importance of HSE
* Knowledge of ITIL standards and the principles of service support and delivery