



Example of Advisor, Operations Job Description

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Our company is hiring for an advisor, operations. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for advisor, operations

- Tender/Event management and demand scenarios
- Contract Audit
- Independently designing and conducting complex operational programs
- Project manage and lead event(s) from scoping to execution including developing ideas from concept through execution
- Holds cross-functional and internal team to program plan including timelines, objectives and budget
- Supports the development of key event materials including SOWs, budgets, plans
- Ability to travel upwards of 20% and must be willing to work evenings and weekends
- Supports in the coaching and mentoring of junior members of the Events Team
- Management and reconciliation of event budgets
- Interact cross functionally with Centers of Expertise (COEs), HR Business Partners and Regional HR teams to ensure handoffs, communication and interactions are customer focused, seamless and delivered with high quality

Qualifications for advisor, operations

- Exposure to a wide range of infrastructure systems required to support a remote site is critical to this position
- Demonstrated operational experience with SABC grinding, CIL and AARL elution circuits

- Ability to build and maintain strong networks and manage stakeholders
- A working knowledge of the various aspects of operations, refining tactics techniques and procedures and concepts of operation for emerging initiatives, reviewing and recommending strategic policies operational level plans
- Analytical / critical thinking– able to not only pull reports, but analyze trends and make recommendations