



Example of Business & Operations Director Job Description

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Our company is growing rapidly and is looking for a business & operations director. 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 business & operations director

- Assist the VP, Commercial Operations in identifying the optimal deployment of resources in the major European markets, focusing on Countries which will maximize mid & long-term ROI
- Provide day to day leadership and direction of Clinical Support, Finance, IT, operations, and HR departments within the corporate culture
- Develop presentations and other deliverables to summarize business results or progress to share with various internal and external audiences
- Implementation of processes within the product that help secure payments and collection through product development cycles
- Owning and managing a compliance function that keeps the operations compliant through a line of certifications and regulations – Sox2, PCI, Advertising policies, bank policies etc...
- Owning BI and data collection, system integrations, data processing and enablement of operational data accessibility, analysis and decision-making tools to the business and organization's functions
- Seek out and build organizational processes to help streamline manual labor – a to cost effective process - up to full automation
- Own data analytics for the organization – business analysis, marketing analysis, product analysis and performance analysis - potentially upgrading function into data science
- Work with other departments to help identify and streamline operations

Qualifications for business & operations director

- Strong knowledge of MS Project and/or Planisware
- Strong knowledge of other project management tools, such as CTMS, SAP
- Effective and concise communication experience and skills
- Advanced knowledge of project management or building system solutions and/or business applications
- Data Analysis and Business Intelligence
- Outstanding cross-group and organizational skills, attention to detail