



Example of Business Operations Manager Job Description

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Our company is looking for a business operations manager. 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 business operations manager

- Identify any deficiencies that will need to be overcome to provide an efficient and reliable Client Solution
- Manage the planning, estimating, tracking, and timelines associated with assigned projects, this includes ensuring project is ready for implementation and conducting post implementation reviews
- Provide management with status reports detailing status and timelines throughout assigned project
- Manages the daily business operations for the Dean of Students Office and its departments which include TRiO Student Support Services-STEM, Office of Student Engagement, PAB, USG
- Establishes controls for approval of various processes within functional responsibility, such as personnel actions and expenditures
- Supervises work of subordinate personnel, which includes training, coaching, performance evaluation, work planning
- Analyzes and makes recommendation for staffing, capital equipment/improvement, supplies and service requirements
- Coordinates sensitive and confidential personnel matters such as payroll actions, classification, recruiting, new hire actions, interviewing and selecting new staff, employee grievances, or other applicable issues
- Coordinates internal and external audits, and prepares audit paperwork
- Represents EOSS and the Dean of Students Office at meetings for

Qualifications for business operations manager

- Negotiate agreements with landlords, agents, planning departments & other stakeholders, ensuring that we keep our word and they keep theirs
- Managing conflict when it occurs between TM and suppliers
- Management of construction & fit expenses and overhead costs
- Manage budget reconciliation
- 2-3 years Project Management experience in Commercial property preferred
- Experience managing construction & fit projects for public spaces