



Example of Business Operations Specialist Job Description

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Our company is growing rapidly and is hiring for a business operations specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for business operations specialist

- Work cross-functionally with business teams to operationalize branded programs and new products
- Manage and provide visibility into various ad product pipelines
- Empower internal business teams with the necessary tools and know-how to tackle responsibilities and challenges related to ad products and offerings
- Lead program retros to identify challenges and opportunities and create a system of continued iteration for business improvements
- Support Project Management team with operational needs
- Provide additional support and coverage for Director, Business Operations and Operations Project Managers, as needed
- Partner with the team and department leadership to help in annual budget preparation
- Perform monthly and quarterly actual vs
- Track and manage budget and expense authorizations
- Assist IT colleagues on acquiring needed goods and services and partner with Corporate Procurement as necessary

Qualifications for business operations specialist

- Previous experience working in event operations in intercollegiate or professional athletics or related field
- Ability to work with all constituencies

- Bachelor's Degree, preferably in Computer Science, Mathematics or related field with a minimum of two (2) years of relevant experience that includes coding with VBA for Excel,SQL and Access, relational database programming and experience with structured analysis and design
- Experience in project management and/or consultation, especially pertaining to internal business operations
- Strong reporting experience using Excel and other project management tools