



Example of Business Operations Support Job Description

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Our growing company is looking to fill the role of business operations support. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for business operations support

- Conduct various local analysis to address questions on operational trends, impacts, KPIs, financials
- Own Total Contract Value (TCV) reporting through Signed Deals Log (SDL) in accordance to AFM guideline
- Lead order booking for Managed Services on hardware, software and services
- Accountable to keep track of 'Ship Not Invoice' performance
- Raise purchase orders and process all invoice payments on time
- Verify payment in accordance to pricing schedules
- Liaise with Finance on cost accruals for large payouts
- Lead unbilled issue resolution with delivery operations
- Drive on time customer invoicing with Customer Operations team
- Lead toner or supplies forecast and actual performance tracking and reporting

Qualifications for business operations support

- Excellent VBA skills
- Familiar with Vantage Tables and associated reporting
- Knowledge of workforce management systems a plus
- Able to communicate in Spanish and English and if possible Hebrew
- Must possess good communication skills, and have the ability to relate to

