



Example of Business Operations Support Job Description

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Our innovative and growing company is looking to fill the role of business operations support. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for business operations support

- Portfolio master data management
- Supporting Release Backlog Management
- Portfolio controlling, data analysis and calculation
- Internal portfolio communications
- Organization of internal and external workshops
- Preparation and wrap-up of meetings
- Support for Portfolio change management
- Organizing and managing the JAM page for Portfolio Team
- Participates in various committees, task forces, projects, and quality improvement teams, as needed and assigned
- Ensure effective data management and reporting on key metrics for operations

Qualifications for business operations support

- High School Diploma or higher or 10+ years of equivalent experience
- 3+ years prior leadership responsibility, either in a direct or indirect role
- Intermediate level of proficiency with MS Word, Excel, and PowerPoint (creating documents, saving documents, moving between all three software programs, intermediate formatting.)
- Demonstrated governance experience
- Working knowledge of commercial mortgages with an emphasis on mortgage

