



Example of Business Operations Job Description

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

- Participates in the development of long-range strategic plans for the school and coordinates communication of business team related objectives to achieve goals
- Provide guidance to clinical teams, the Director of Product Creation Finance and departmental staff on fair market value questions and assessment requests
- Apply fair market value and compliance concepts to unique situations and collaborate as appropriate to reach resolution
- Evaluate potential needs for benchmarking amendments, as appropriate
- Establish country standards for grant development to comply with local practices, customs and regulations
- Manage and track unique country aspects to ensure consistency in application of such standards by all therapeutic areas
- Liaise with Study Teams, Compliance and other stakeholders to obtain guidance and escalate issues as appropriate
- Assisting with initial patient registration and chart auditing
- Maintaining facility contracts and vendor relationships to ensure organizational effectiveness and efficiency
- Assisting in the development and opening of the new center

Qualifications for business operations

- 8 to 12 year's IT Outsourcing or related experience in service business

- Proven track record in business P&L management, financial concepts and contract management
- Experience in developing executive level (both customer and internal) relationships including very good negotiation, presentation and communication skills at executive levels
- Experience in leading customer facing commercial negotiations for contract changes and/or major upsell
- Passion for customers and compliance
- Analytical thinking, very process oriented, concrete results driven