



Example of Business Operations Job Description

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Our growing company is looking to fill the role of business operations. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for business operations

- Handling issues of patient satisfaction
- Making sure that pre-certification & pre-verification numbers are received from the office
- Establishes processes and controls for approval of various actions within functional responsibility areas, such as personnel actions and expenditures
- Assists in preparation and/or coordination of major operational and special budgets
- Administers personal services budget, expenditures and revenues
- Provides monthly reconciliations on all accounts administered within the school
- Serves as the department leaves administrator
- Oversees the processing of reimbursements, travel claims, purchasing, and pcard transactions
- Represents the school at meetings or conferences and serves as a liaison for the school to other university administrative areas
- Provides technical and professional direction to the school as required

Qualifications for business operations

- Solid understanding of channels, sub-vendors and partners
- Customer focused - collaborate as a business partner to listen, interpret and meet business needs

- Master/Business degree in business, health promotion, public health or related fields
- Keen understanding of basic business operations (systems, processes, departments, functions)