



Example of Business Operations Job Description

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Our growing company is searching for experienced candidates for the position of business operations. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for business operations

- Supervises Business Operations Specialist and may supervise other staff and student workers and assigns related tasks
- Maintain consistent reporting including validation, distribution to client and internal stakeholders
- Manage Microsoft monthly and quarterly business reviews in collaboration with MCP Program Manager
- Manage all operational aspects of contract fulfillment including successful contract implementation and continued compliance with contracted service standards
- Business Data Stakeholder – works to define how we can use data to improve outcomes for customers and partners, identifying how we can improve our existing processes, materials, training and platform through the use of analytics
- Goal/KPI Tracking – provides metric reporting and visualizations to assist managers to track our program goals and business objectives
- Monthly metrics reporting – takes ownership of tracking and reporting all key performance indicators against annual, quarterly, and monthly goals
- Pipeline Management – proactively works with key stakeholders in forecasting new business trends to propose improved processes to ensure organizational and program goals are met and/or exceeded
- Bachelor's or Master's degree from top-tier institutions with a strong academic record

Qualifications for business operations

- Competent in Pivot Table
- Independent and possess initiative
- At least 5 years experience in Business Ops
- Knowledge of budget planning and reconciliation
- Provide input to the Supply Planning areas in developing inventory strategies for new or existing service catalogue products, for phase-outs
- A customer demand forecast, which incorporates current and accurate information, allows the company to correctly predict customer demand and provide its supply chain side with the appropriate information to plan how to meet that customer demand