



# Example of Commercial Operations Specialist Job Description

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Our innovative and growing company is looking for a commercial operations specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for commercial operations specialist

- Tracking of order shipments to ensure on time and complete deliveries to customer sites using various logistical databases and carrier websites
- Issue resolution and general support for North American Business center, account managers, and project managers
- Collaborate with multiple departments to fulfill customer expectations while complying with company policies
- Manage multiple projects with shifting priorities and deadlines
- Understand, analyze, document, and communicate contractual, technical and commercial terms and conditions relative to the company standard
- Review quotation pricing for correctness and accuracy
- Ensure all quotes are completed in a timely and consistent manner
- Work closely with sales and marketing to customize quotations
- Perform work of a technical or specialized nature which requires an in-depth and detailed knowledge of Company practices and procedures
- Define the operational operating model

## Qualifications for commercial operations specialist

- Detail Oriented- Understands the importance of details and seeks to understand their impacts
- High degree of self-motivation, and ability to work independently and under tight deadlines on multiple items

- Customer Service Oriented – must be comfortable communicating with internal/external clients on the phone and via email
- Technologically Adept- Proficient in use of all MS Office programs
- General knowledge of financial exposure and ability to understand simple to moderate customer structures