



Example of Commercial Operations Job Description

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Our company is growing rapidly and is looking for a commercial 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 commercial operations

- Oversee installation crews and installation progress
- Manage project schedule using Zipline
- Arrange, schedule and conduct key project meetings with inspectors, customers, and sub-contractors
- Help develop deal strategy with the Region Sales team
- Contribute to individual deal strategies to drive both price and hit rate
- Support documentation of Compilation of Proposal
- Review Customer Purchase Orders to ensure Compliance with Approved Price Levels, Terms and Cycle commitments
- Provide PO Acceptance / Acknowledgment to customer with correct language and terms
- Request and coordinate bid-related tasks from the required resources (Application Engineer, Commercial Finance, Legal, Regional Leadership, Risk Manager) to create a compliant bid
- Manage ITO to Order To Remittance (OTR) handover process

Qualifications for commercial operations

- 5+ years of related production experience required
- Candidate should have 1-2 years experience working in the broadcast industry – experience in the operations or postproduction arena preferred
- Must demonstrate initiative, resourcefulness and ability to manage multiple projects under tight deadlines

accuracy

- Demonstrated knowledge of all video and audio media formats a must
- Experience working with traffic systems a plus