



Example of Director, Business Operations Job Description

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Our company is growing rapidly and is hiring for a director, 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 director, business operations

- Supporting project teams and or due diligence teams in scenario planning efforts in Planisware, and/or facilitating the implementation of major updates to the project plans in Planisware as requested by the teams
- Lead the cross-functional project planning efforts of Intarcia projects, or other cross-functional teams
- Develop branch budget
- Prepare, submit and implement emergency preparedness plan
- Support as needed Engagement Marketing initiatives to drive best practices with field and customer engagement opportunities (including and not limited to a Field Advisory Board)
- Work with Design and Production teams to ensure timely delivery of product
- Create and Manage P&L by year for entire product line
- Liaise with Finance on yearly and quarterly budgets for tracking and adjustments to the forecast
- Liaise with Sales on quantity forecasting and product information in order to expand distribution
- Manage Essentials line of product including inventory levels, new additions and discount opportunities

Qualifications for director, business operations

- Adaptability - Responds quickly and effectively to changing trends and circumstances
- Managing Processes - Ability to manage appropriate steps to get projects completed
- Serve as a trusted advisor to the senior ONTAP leader and his staff
- Function as a proxy for the senior leader in agreed upon situations
- Recent experience in the hi-tech industry