



Example of Director, Business Operations Job Description

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Our company is searching for experienced candidates for the position of director, business operations. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for director, business operations

- Work with Sales and planning to ensure sufficient "Backlog to Start" is available at all time to meet the agreed to loading profiles across all Fabs
- Formulate and recommend new or revised business related policies and procedures that result in improved business processes
- Partner with PMO on the planning thru deployment and maintenance of global standards
- Develop, Deploy, and Maintain Business Processes (Project Prioritization and Monitoring, TOPT, OpU Performance, Knowledge Management (KM), Records Information Management (RIM))
- Develops presentation materials for use in local and regional meetings annual trade show
- Must be willing to travel extensively (including overnight travel) as required to effectively manage the geographic territory
- Ensures teams' missions are aligned to the company's mission
- Proactively communicate to executive team identified process gaps, develop and oversee end-to-end service assurance model (escalation paths, demarcation points)
- Establish partnerships with key decision makers throughout the company in order to maximize the value of market research and competitive intelligence
- Anticipate company needs for evidence-based decision support and ensures that the market research department possess the resources, organization, skill sets and vision to fully address these needs

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- Knowledge/Experience with financial tools
 - Familiarity with GAAP and internal control environments
 - Demonstrated success in formulating strategy and guiding implementation
 - Has successfully led large scale transformation/turnaround efforts
 - Demonstrated strong capability in verbal and written communications skills for a large, multi-discipline organization
 - Strong sales person