



Example of Director, Business Operations Job Description

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

Responsibilities for director, business operations

- Lead the market research and market analytics function as required in key sales and marketing strategic exercises
- Develop and monitor service levels to ensure compliance with state, federal, and company metrics and standards
- Establish and maintain working relationships with external sources such as CMS for regulatory and compliance guidance
- Manage service levels
- Develop and Interpret Management Reporting including spend and volume trends, exception reporting, forecasting
- Communicate effectively with other sales team and sales support team members to ensure maximum efficiency/effectiveness/consistency and minimize duplicate work
- Formulate approach to gain competitive advantage and influence industry trends and approach using experience and ingenuity
- Act independently under situations of uncertainty to make decisions on complex issues that have implications beyond own area
- Provide forward looking portfolio and resource analyses
- Partner with TA VPs to financially plan upcoming initiatives and projects

Qualifications for director, business operations

- Experience in sales and success in developing and executing sales/marketing

- Ability to work a minimum of three weeks a month at our Montvale NJ location
- Proven ability to successfully make complex decisions
- Experience with analytical/statistical packages desired
- Experience with programming languages desired
- 4-6 years prior experience directly and indirectly leading medium sized teams