



Example of Director, Business Operations Job Description

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Our innovative and growing company 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

- Performs data analysis to identify initiatives to improve student satisfaction and retention
- Contributes to the on-going formulation of K12 operation and implementation plans
- Works collaboratively with team members to realize the strategy
- Leads team meetings to keep team informed and focused on key tasks and deliverables
- Initiates process improvements that drive efficiency and cost reduction
- Liaises with the K12 marketing, enrollment and academic teams to provide holistic support to partners and students
- Develops and implements plan for technology innovation and automation
- Other tasks and activities as identified and assigned by manager
- Oversee the preparation of reports, schedules, financial statements, on both scheduled and ad hoc basis
- Develop strategic plans for area of responsibility

Qualifications for director, business operations

- 15+ years experience in management consulting, private equity, or strategy & operations at a tech company
- Significant experience leading complex, cross-functional projects with

- You are highly analytical, good at breaking down problems and delivering actions
- You are comfortable with ambiguity and a dynamic business landscape
- Manage budgets for special enterprise-wide EFM projects
- Partner with Finance, support the regions, and collaborate with COEs to track budget vs