



Example of Global Operations Job Description

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Our company is growing rapidly and is looking for a global operations. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for global operations

- Process in season chase, read & react, reorders for all global buyers
- Secure BSR requirements for International Wholesale Accounts and enter into GFE
- Manage limits in GFE to minimize/eliminate oversolds
- Ensure all daily processing is completed on the various systems & platforms (G+, BP Flex, Trust & EPM) while maintaining accuracy and timeliness
- Process manual pension payments through required system(s) (for example, Trust)
- Review and scrutinize all instructions received from client/pensioner to ensure that appropriate updates are made to the system as required
- Thoroughly check work to eliminate errors/overpayments
- Escalate all issues to Manager or to colleagues in the client service team prior to processing any change
- This role will serve as the first point of contact for direct staff of the Europe, RCIS Global Operations Leadership to provide advice, coaching, compliance adherence on Fair Employment Practices and other day to day client support as required
- Lead Alstom shared services integration and further growth of the shared services organization across Europe & RCIS, manage the labor relations complexities of European countries, lead the HR side of migrations with direct HR team

- Relevant work experience, strategy consulting experience preferred
- Must demonstrate excellent customer service skills with a high level of urgency
- Interpersonal competencies to include customer focus, versatility, creativity, and initiative
- Geographic Location Requirements – Groveport, OH
- Knowledge and use of a variety of analysis tools
- Data management, data loading/extraction, database administration, & data interface understanding