



Example of Head Of Operations Job Description

Powered by www.VelvetJobs.com

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

Responsibilities for head of operations

- Prepare and maintain platform budget and forecasting of platform revenues
- Establish senior management reporting
- Establish investor reporting for new products
- Determine technology needs of platform/implementation
- Build and maintain relationships with key external hedge fund service providers and counterparties
- Develop policy to ensure compliance with appropriate standards and regulations
- Understand customer needs and translate them in delivery actions in order to ensure customer satisfaction
- Ensure customer satisfaction, trust and confidence is managed in the best way possible to assist in fulfilling current contract fulfillments and securing future business within the CU
- Represents Head of Operations in CU LT and take actions points on behalf of Operations organization
- Drive services profitability in their CU and is accountable to reach CU Services "shadow P&L"

Qualifications for head of operations

- Proven delivery of results and experience within the Product Supply chain in the luxury arena
- Excellent time, activity and relationship management
- Consistently produces high quality work

- Design, develop and implement an effective, efficient and lean operations model
- Strong stakeholder management skills (internally externally)