



Example of Head Of Operations Job Description

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Our company is looking to fill the role of head of operations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for head of operations

- Work with appropriate Compliance, Legal, Fraud and Audit resources to maintain sufficient controls and ensure compliance with all federal and state regulations and industry requirements for all functions
- Participate in all stages (research, due diligence, structuring, and integration) of strategic growth opportunity discussions including M&A's and Joint Ventures
- Promote open communication lines with business partners, including but not limited to, IT, Client Services, the Print and Human Resources to facilitate unified understanding and direction of all operational initiatives
- Manage the Data vendors, sources, SLAs and associated licenses
- Responsible for the overall direction, coordination, and evaluation of translation operations functions (internal and external translators) full accountability for setting and achieving operational goals, strategic planning, analysis and forecasting
- Inspire and lead the successful delivery of operational performance
- Develop and implement operational strategies and methodologies for managing performance
- Contribute to the design and delivery of strategic initiatives and contribute to a fully effective Senior Management Team
- Understand the client's agenda and act as the primary operational interface with key stakeholders
- Drive operational efficiencies through continuous evaluation of the roles and processes in place

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- Extensive experience at managerial level of retail operations within a multi-store framework, knowledge of personal care / skin care products and market dynamics is preferred
 - Experience of recruiting and developing teams in a start-up environment
 - 10-15 years proven cards industry experience including direct management of cards operations and underwriting
 - Experience in operating in a large complex organization and deliver performance through management and oversight of cross-functional teams, indirect reports and third parties
 - Sound knowledge of regulatory compliance as it relates to the Cards business
 - Experience in understanding key business drivers within ANZR, industries, markets and customer segments and the ability to apply this understanding to develop effective and actionable strategies to transform the business