



Example of Management Operations Analyst Job Description

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Our company is growing rapidly and is looking for a management operations analyst. 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 management operations analyst

- Represent organization on specific projects and teams as a point of contact for other departments on BAS and energy efficiencies
- Work as back up to security administration liaison, perform automated life/safety system compliance testing
- Identify, track and prioritize energy and security projects for out-year replacement plans
- Provide contractor oversight for security and energy projects
- Perform daily portfolio and trading surveillance and perform client and regulatory coding to ensure that GSAM meets strict regulatory and fiduciary responsibilities across all types of financial instruments and portfolio management strategies
- Work with Compliance, outside counsel and other areas of GSAM to drive remediation of open issues
- Resolve and escalate post-trade errors with Portfolio Managers, Traders, and Compliance
- Cross train with other team members, other operational teams, Client Service
- Primary point of contact on all biospecimen management activities across all assigned studies
- Act as point of contact for all study team requests, lab queries and issues regarding biospecimen management throughout life of biospecimens of assigned studies

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- Strong analytical and strategic thinker with excellent problem-solving skills
 - Excellent interpersonal and organizational skills with ability to communicate with all levels of leaders (written, voice, and in person)
 - Self-directed with the ability to multi-task and keep a strong attention to detail
 - Strong Microsoft PowerPoint and Excel skills including pivot tables, macros and v-lookups
 - A critical thinker with the ability to understand, dissect and analyze information and provide sustainable solutions
 - Build automation to address Level 1 related events