



Example of Manager, Business Operations Job Description

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Our company is growing rapidly and is looking to fill the role of manager, business operations. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for manager, business operations

- Ensure consistency in contract negotiations
- Shaping and driving Krakow site and cross-sites initiatives from initial phases through reporting to successful delivery & maintenance
- Ensuring the most appropriate forecasting, planning and scheduling of the resources to maximise operational efficiency
- Working with various groups (locally and globally) to execute Krakow site and Product & Technology global goals
- Cooperating with and Supporting local Finance Team with tracking the budget
- Partnering internally and externally with numerous groups of experts to gain & share insights on the best operational management practices
- Reporting to General Manager/ Krakow Site Leader
- Liaise with Project Owners for CSI and Vendor Account Management teams on relevant planning or vendor contract management topics
- Provide guidance, feedback, and leadership to drive the Vendor to achieve continuous improvement on all operational, quality, and satisfaction metrics (KPI'S)
- Drive QBR process and communications between CSI & Account Managers, manage actions and follow through

Qualifications for manager, business operations

been provided in the contract or in the crm system

- Work closely with finance, billing and other relevant departments to ensure that relevant PeopleSoft codes for each sale are established / utilized
- Disseminate relevant codes and contracts to the applicable teams
- Initiate and manage the Group Invoice process for group sales (coordinating with Sales, Finance, Billing,) when applicable
- Work with Sales teams to complete documents required to respond to tenders / rfps and other relevant matters as may be determined by manager
- 2-3 years of prior operations or contracts administration experience