



Example of Manager, Business Operations Job Description

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Our company is searching for experienced candidates for the position of manager, business operations. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for manager, business operations

- Act as liaison with billing to ensure compliance with procedures and the timely submission of billing data
- Monitor and oversee that pre-certification numbers are received from office
- Oversee the pre-verification of insurance
- Ensures operational efficiency and streamlined communication with all stakeholders, exceeding standards and expectations to remain relevant and continually raise the bar
- Headcount tracking and reporting – takes ownership of tracking and reporting on headcount numbers
- Organizational Change Management – ensures collaboration between managers, teams, and external stakeholders to introduce innovative solutions to tracking performance at all levels of the organization
- Coordinate plant activities through planning with operations and maintenance teams to insure the total manufacturing objectives are accomplished in a timely and cost effective manner
- Monitor and streamline key inputs including, energy, labor and raw materials to optimize utilization, throughput, and cost
- Provide leadership in the development, review, analysis and communication of key KPI's on a daily basis with the organization
- Continually monitor and adjust costs throughout the year to assure they remain within budgetary guidelines

- BE or BE + Masters (MS or MBA)
- Experience in Business Operations, reports and analytics
- 5-8 years of experience (or 4-6 yrs with Masters)
- Very strong in business analytics
- Previous experience in services will be helpful
- Exposure to operational and financial data