



Example of Manager, Operations Job Description

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

Responsibilities for manager, operations

- To understand the resource planning for the department against budget spend
- To produce accurate management information
- To be responsible for and adhere to the security of company data and follow procedures in line with ISO27001 accreditation
- To follow all instructions as laid out within the ISMS portal and local instructions offered by the line Manager
- To study and be aware of relevant controls and instructions as highlighted within the ISMS
- To report Security concerns to the Information Security Manager immediately on standard forms
- To partake in on-going security competence tests as required
- To adhere with and report any Data Protection breaches to the Information Security Manager
- Responsible for managing IT Computer Operations processes to meet service level and operational level standards
- Manage all personnel and aspects of facility operations and maintenance, including but not limited to ongoing venue set-up and tear-down

Qualifications for manager, operations

- An ability to prioritize tasks according to business needs
- Prior involvement in IT/Systems
- Experience in a previous full time Banking or Finance related role

- Knowledge of Generally Accepted Accounting Principles in the United States (U.S. GAAP)