



Example of Operation Specialist Job Description

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Our growing company is searching for experienced candidates for the position of operation specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for operation specialist

- Perform ad-hoc analysis and research as needed to resolve data discrepancies
- Follow up with vendors to ensure report is submitted in a timely fashion
- Drive additional projects as assigned
- Regular data update in internal databases, deletion or correction of data in various applications
- Securities opening and maintenance of static data on customer request
- Proactive cooperation with data providers as SIX Financial Information and Fund Administrators to prevent the potential losses
- Process optimisations and ensuring the highest quality of pricing with cooperation with Business Applications Owner and IT Support
- Do regular KPI analysis for the INS project management of all DI products and report to installation Operation manager
- Initiate to drive INS PM excellence based on performance matrix indicator
- Control project cycle time, identify and report process issue or personal quality or compliance concerns immediately to their Line Manager

Qualifications for operation specialist

- Able to work as one team
- Can list some specific requirements here, such as Entry Skill Level, Target Skill Level and its deadline
- Minimum 3 years of relevant experience in marketing operation
- Good communication skill to interacts comfortably with employees across

- Marketing background would be plus