



Example of Operation Specialist Job Description

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Our company is looking for an operation specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for operation specialist

- Provide logistical support to help IS/FE fix relevant issue and improve productivity
- Act as local nominated contact for PV
- Undertake follow-up/investigation of local cases of special interest, , fatal case, cluster ADEs, , as appropriate
- Collect and manage status reports on current programs, ongoing initiatives, and all other relevant information requested by management
- Monitor, track and report internal and external measurements relating to the operation of the inventory programs
- Identify opportunities to enhance inventory position, including surplus inventory
- Identify opportunities to enhance inventory program internal processes resulting in increased operational efficiency
- Document and communicate process and procedures related to the performance metrics
- Utilize record management systems to respond to confidential request from Compliance, Legal and other internal departments
- Process request to setup branch and rep numbers

Qualifications for operation specialist

- Present investigative findings to management, examiners, and auditors

- 3-5 years experience compliance operations experience in payments, banking, insurance, gaming, or e-commerce with a preferred 1 years experience preparing Suspicious Activity Reports (SAR)
- Expert ability to gather data across multiple proprietary and public sources and synthesize the information to determine the if prohibited activities have occurred
- Coordinating and supporting internal education program
- Business management or financial management background would be a plus