



Example of Operation Specialist Job Description

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Our innovative and growing company is looking for an operation specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for operation specialist

- Provide back office support to front office
- Execute production activities within the limits of EHS regulations,, Norms and Standard Times in order to maximize Quality/Cost/Delivery achievements
- Execute production activities according to standard times and scheduling and make coordination in order to provide on-time delivery of products in monthly
- Work is performed in a state-of-the-art clinical manufacturing facility with classified areas requiring appropriate personal protective equipment (PPE)
- Incumbents normally receive general instructions on routine work and detailed instructions on new assignments
- Assist in monitoring, trouble-shooting, and support of customer networks
- Diagnose, isolate, and resolve customer technical support requests (cases)
- Trend unusual and/or chronic network problems
- Communicate status updates of issues with responsible parties in writing and verbally
- Document issues, fixes, and response times

Qualifications for operation specialist

- At least 1 year working experience at creative agency (AE), publisher (PM, Editor) or internet company(ME)
- Native Mandarin and fluent English speaker (native Chinese)
- Good at project management and working at a multi-culture team

- 3+ years relevant working experiences, project management experience preferred