



Example of Operation Specialist Job Description

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Our company is growing rapidly and is looking to fill the role of 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

- Apply problem-solving skills to identify innovative work-flow efficiencies and implement solutions to enhance processes
- Owning and/ or contributing to cross team coordination tasks on business critical processes
- Lead, plan, coordinate and execute the assigned projects /tasks, as per milestones
- Coaching and Mentoring the junior members in the team and support Team Leads in reviewing deliverables
- Acts as a point of contact for all inquiries from employees, managers, vendors and business partners
- Operating payroll processing procedures, including data collection, review, input, audit and maintenance
- Assist the Benefits Manager with employee benefit inquiries and support enrollment activities
- Coordinate the individual income tax filing process for international assignees with CPA firm
- Interface with parent company HR Department to gather and disseminate information to the HR Team
- Will participate in projects as requested, including system roll out and upgrades

Qualifications for operation specialist

- Good communication and interpersonal skills, and good team player
- Skilled on Microsoft Office
- Proficient with navigating varied ERP systems, complex spreadsheets and statistical software
- Professional work experience within an aviation supply chain and/or MRO unit is strongly preferred
- Minimum of 1-2 years of experience within Financial Services industry, preferably in middle to back office operational processing