



Example of Operation Specialist Job Description

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Our company is hiring 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

- Facilitate compliance reviews/audits in all major business initiatives with other compliance team members
- Prepare compliance files and keep confidential documents appropriately
- Facilitate various compliance on-going projects
- Execute annual compliance training plan and ensure all training sessions delivery quality
- Drive completion rate of compliance training
- Timely report and take appropriate action on compliance risks to protect company interests
- Assist in preparation for compliance team budgets, cost plan and activities
- Support other compliance team members at task basis
- Be a trusted and responsible person and support the compliance team's operation matters
- Act as the thought leader for the operational excellence program

Qualifications for operation specialist

- Bachelor's degree business, finance or economics, related field and/or equivalent work experience
- Minimum two years experience in a similar role in the financial services industry
- Demonstrate extreme focus and attention to detail

service management

- Experience with selecting, deploying, and using monitoring tools to ensure optimal availability and performance of network services
- Experience with developing an ITIL framework for a large-scale infrastructure