



Example of Operations & Administration Job Description

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Our innovative and growing company is searching for experienced candidates for the position of operations & administration. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for operations & administration

- Data Mass Upload Coordination
- Serves as operational subject matter expert representing sales channel needs with vendor supported and internal compensation systems
- Manage key overhead accounts for Salaries, T&E, Temps, Overtime for overhead budgets for SPR & Marketing, work with International Finance for follow-up on International variances as required
- Review monthly overhead reports
- Primary point of contact with specific corporate departments as need to support marketing and distribution group , including Facilities, IT, Telecommunications, Reprographics, Finance and People & Organization
- Lead all domestic relocations & office space requirements on day to day basis for the marketing and distribution group, and review & support international office space moves, restructures & other as required
- Partner with President of international marketing to manage international summits and budgets
- In collaboration with the Faculty Director and the Executive Director, sets strategic objectives for the Center
- Responsible for the key operational functions of the Center
- Maintains applications and renewal of licenses, permits and work visas as necessary to ensure the Center remains in compliance with the Dubai Health Care City (DHCC)

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- Ability to set a wage budget that allows for strategic recruitment, retention, training and development over and above normal operating store wage/staffing needs
 - Ability to budget appropriate store staffing allocations by volume tier and then manage them, ensuring appropriate customer service execution, and to achieve required sales per hour benchmarks
 - Ability to design metrics and reporting to monitor employee productivity trends and loss prevention
 - Ability to design metrics or reporting to monitor variety of store expense trends
 - Ability to manage Ops/Admin related Retail division "risks" (PCI, Labor Law)
 - Ability to direct or recommend process, procedures or policy changes to VPSO, other various corporate departments