



Example of Operations Associate Director Job Description

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Our company is looking to fill the role of operations associate director. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for operations associate director

- Lead the goal setting process, linking team goals into strategic objectives
- Ensure that the daily/monthly performance is known by all, and that a continual process of improvement is in place and all successes celebrated and shared
- Maintain close supervision of staff attrition and absence levels, anticipate and identify causes
- Ensure that the staff are appropriately trained, deployed, appraised and motivated so that their individual and collective performance meets the needs of the business
- Manage the implementation and continual improvement of the Rewards & Recognition programme for the whole of Institutional Operations
- Ensure that the statutory, regulatory and compliance framework is in place and is adhered to
- Build a robust recruitment process to ensure the correct calibre of staff members are employed
- Leads manufacturing operations at the site
- Provides leadership and direction to dotted line local management support of co-located R&D
- Responsible for the production of all domestic employee annual statutory forms (Form W-2s, 1095-Cs) and other year end reporting as required by law

- Proficiency with analyzing stochastic processes
- Knowledge of NoSQL platforms (e.g., MongoDB, Couchbase, MarkLogic)
- Demonstrates a clear understanding of policies & procedures of operations
- Five years plus of commercial sales related experience
- Responsible for establishing career development, training and succession planning
- Champions larger systems and process streamlining and consolidation