Example of Operations Associate Director Job Description

Our company is looking for an operations associate director. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for operations associate director

- Oversee the development and implementation of standardized sample program work instructions and procedures to ensure compliance with corporate procedures
- Work with staff to develop objective performance measurements across all sites, to ensure consistent, high-quality evaluation and goal setting for all employees
- Manage and oversee the day to day operations of Sarilumab and Dupilumab reimbursement support, clinical services, bridge product and patient assistance programs to budget and performance metrics
- Drive initiatives to ensure the Patient Support Programs provides best in class support to minimize reimbursement as a barrier in the physician office setting and enhance overall patient access to therapy
- Understand and analyze program data to effectively communicate information on a consistent basis to different functional areas in the commercial organization (sr
- Manage MBA and Alumni Coaching program operations including oversight of 38 contract or LHT coaches and managing communications to all coaches (including 14 HU employees)
- Recruit, assist in hiring and onboarding of new coaches needed to balance the coaching portfolio based on changing MBA and Alumni career interests and needs
- Recruit and coordinate coaches to staff all coach-led programs including Alumni reunion coaching, Resumania, practice interviews, and all resume and

- Train and supervise two Coaching Coordinators who manage program logistics and data analysis
- Evaluate coaching effectiveness and oversee all program analytics (appointment volume, ratings and participation at trainings) that affect coach compensation and indicate program usage

Qualifications for operations associate director

- Responsible for authoring and/or reviewing relevant IND/BLA sections and generating responses to global regulatory agencies
- Routine interactions with internal and external operations, engineering, quality and technical groups
- Routine progress reports and updates addressing ongoing technology transfers and manufacturing campaigns
- Excellent communication and collaboration with support groups, including QA, QC, Manufacturing Operations, Regulatory Affairs, Supply Chain, Engineering, Facilities, Biologics Outsourcing and Biologics Process Development
- Work closely with CMC Project Teams and Regulatory Affairs to aid in the delivery of high quality regulatory submissions
- Manage interactions with contract manufactures (CMOs)