



# Example of Operations Auditor Job Description

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Our company is looking to fill the role of operations auditor. 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 auditor

- Perform operational audits for stores, service centers, and distribution centers as directed by Audit Manager
- Developing and maintaining the risk model for the DC's
- Scheduling operations audit resources to ensure the appropriate coverage is maintained and that resources are productively deployed
- Reviewing an editing operational audit workpapers and reports
- Supervision and training operational audit team members
- Partnering with Loss Prevention, Store Operations management, and DC operations management as needed to assist improving processes and the overall control environments
- Communicate audit findings to operations management to accurately report results
- Work closely with teammates to develop sustainable and value-added relationships
- Completes process review documentation for specifically assigned audit areas
- Effectively uses Internal Audit tools and resources within assigned areas

## Qualifications for operations auditor

- Strong foundational understanding of infrastructure components, for instance, servers, operating systems
- Prefer manufacturing, consumer products, technology, big four, consulting, or

- Demonstrates critical thinking and problem solving ability to drive process control improvements / effectiveness to our business processes that enhance performance - able to simplify information or situations to provide clarity and support a decision
- Good analytic capabilities to manage large volume of information from multiple sources with high degree of business acumen and professional scepticism
- Bachelor's degree in MIS, Accounting, Finance, Business or related discipline