Example of Operations Delivery Manager Job Description

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Our company is looking for an operations delivery manager. 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 delivery manager

- Ensure realization of project handover with sales to settle the scope, purpose, objectives, deliverables, resources, timelines and structure of the project
- In collaboration with Senior Project managers perform project risk assessments to identify and appropriately manage issues identified
- Ensure creation and execution of suitable project communication plans involving project stakeholders
- Accountable for forecasting and reporting projects allocated to his/her projects team
- Lead the projects team on hosting regular project status meetings
- Lead the projects team on generating project Status Reports for Customer and project files
- Lead the projects team on holding final status meetings and seek to confirm that there are no outstanding issues, and the Customer is satisfied
- Ensure appropriate action plans are in place to ensure that all project activities are completed in a timely manner
- Captures project performance reviews to cover important lessons learnt and ensure these or Customer feedback is forwarded to the applicable owner/s
- Ensure that all revenue triggering documents are accurately complete by the Project Manager and handed to the appropriate function

Qualifications for operations delivery manager

- 10+ years of experience managing data centers, data warehouses or agile development teams in a US IT role
- 5+ years of experience managing a service provider in IT
- Strong understanding of FINRA and SEC regulations related to regulatory documents
- Possess excellent multi-tasking skills while demonstrating strict attention to detail Ability to make sound business decisions and enforce company policies in accordance with applicable regulations and procedures
- Project management on industry initiatives internally driven projects