



Example of Operations Lead Job Description

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Our growing company is hiring for an operations lead. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for operations lead

- Blend product as prescribed and/or generate blends
- Monitor and maintain quality of inventory and blended product
- Load and unload products from truck
- Conduct regular house-cleaning duties, processes and record keeping
- Maintain and keep records of all equipment including legs, conveyors, cleaners, vehicles and all other facility equipment
- Lift 35 kg, climb ladders, stairs and bins
- Supervise operations support staff
- Assist with floor moves, taking markdowns, preparing RTVs for shipping, handling ticket requisitions and re-ticketing merchandise as needed
- To take ownership of the onboarding request and verification of the Client data, performing due diligence checks on the Clients, reviewing KYC documentation performing the risk assessment of the Client, liaising with the Business/Compliance, advising on KYC requirements and signing off on new client adoptions
- Help to review and set up KYC relevant procedure

Qualifications for operations lead

- Project management skills (MS Project, Earned Value Management System,) are essential
- Minimum two years industry & association experience related to fraud,

- Create and provide Incident related reports to management or other stakeholders
- Increase technology, business unit & organizational knowledge over a period of time
- ITIL certification is mandatory (at-least foundation)