



Example of Operations Lead Job Description

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Our company is hiring for an operations lead. 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 lead

- Monitoring progress and escalating unresolved issues and slippages in a timely manner
- Ensuring adequate budget and resources are allocated to the Programme
- Providing advice and guidance, issue resolution and assistance
- Ensuring the Risk, Issues, Assumptions and Actions are up to date at any point in time
- Contributing to Business Requirements Documents (BRDs)
- Providing overall workstream co-ordination in tandem with Regulatory Operations Project Managers
- Acting as the central co-ordinator for new business requests, maintaining / implementing project status reports, identifying resource and budget requirements
- Preparing project status reports for GNM management on progress and arranging / hosting weekly updates
- Performing some business analysis activities, including process mapping, procedure writing, testing, and business requirement definition
- Liaising with Front Office, divisional Chief Operating Offices (COOs) and other GNM functions

Qualifications for operations lead

- You have a bachelor degree or equal level by experience complemented with a at least 3 years of successful experience in a logistics specialist or team

- You have a keen interest in the concepts of lean management and continuous improvement
- You have leadership skills, preferably proven with a first experience in leading a team and / or in delivering projects
- You have solid (personal) work organizing and time management skills
- Knowledge of banking regulations, especially those that impact asset segregation
- Previous experience of delivering Regulatory Change programmes at other Banks