



Example of Operations Management Job Description

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Our growing company is looking for an operations management. 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 management

- Development of Weekly Meeting Reports
- Development of Weekly Trackers
- Action Item Tracking
- Management of the Citrix XenApp Environment, including best practices and capacity planning
- Work with business users and teammates to plan and test the addition of new software, systems and users to the Citrix environment
- As the Citrix environment grows, work with Team members to maintain practices and proper architecture
- Create, maintain, and update the Virtual Desktop Pools within our VMWare Horizon environment
- Gather information and provide recommendations as to the best way to serve specific applications (hosted, virtualized, local, etc) while balancing infrastructure capacity and user experience
- Work with VMWare Administrators to plan changes, taking into account how they affect and interact with the Citrix environment and other systems
- Create and use custom Powershell scripts to perform administrative functions and perform reporting capabilities

Qualifications for operations management

- Possess a Bachelor's degree (B.Sc., B.A., B.Eng./Tech.,) or Higher National

- Must have graduated within the last three years from an accredited college or university at the time of hire
- Minimum 2-5 years dependent on relevant professional experience
- Must be articulate and able to communicate effectively with employees at all levels of the organization on the telephone and in person
- Bachelor's Degree in Mine or Civil Engineering
- A Bachelor's degree (BA, BS) in Business, healthcare or related discipline is required