



Example of Operations Management Job Description

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Our company is growing rapidly and is looking to fill the role of operations management. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for operations management

- Join projects to plan system/software implementations and updates from a Client Management perspective
- Robust tracking & managing Operations expenses against budget targets
- Providing outstanding Trading Ops management expense and headcount management support
- Producing analysis of expenses and recommending management decisions and actions, leading investigations with Finance, IT and HR as required
- Producing stakeholder reporting including business oriented commentary on key drivers of expense changes and variances to plan
- Improving processes by building or enhancing documentation, driving procedural change and creating efficiencies
- Coordinating updates across Trading Ops management team for EMEA business updates
- Monitor and Manage pre-matching, settlement and failing trades covering executed trades, loans and returns and resolve the problem trades
- Support the continued evolution of technology platform and global process model
- Understand and identify risks within the process to ensure stable operations

Qualifications for operations management

- Participate in investigation of all injuries, illnesses and environmental releases
- Lead facility staff in completion of facility EHS Risk Assessment, Job Hazard

- Knowledge of a range of computer networking systems including Windows, VMware, Active Directory, Group Policy, DNS
- Understanding of core IT service and support practices
- VMWare VSphere & Horizon Administration
- IT Service Management Tools (HP Service Manager)