



Example of Operations Product Specialist Job Description

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Our company is looking for an operations product specialist. 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 product specialist

- Function independently to assemble written proposals to address client requests in a clear and concise document
- Apply judgment in determining whether proposal meets profitability criteria
- Review RFP to ensure an understanding of the request
- Assist Business Development manager/directors with lead generation and qualification
- Collaborate with product teams on special set ups and new promotional tactics
- Partner with other Content Operations leads to prioritize projects and promotional tactics
- Ensure Content Operations deliverables meet product specs and timelines
- Stay highly aligned with multiple cross-functional teams, including content acquisitions, product and UI engineering, product creative, enhanced content, QC, localization, launch strategy and marketing
- Communicate clearly and succinctly and adjust according to your audience
- Own multiple projects concurrently and effectively

Qualifications for operations product specialist

- Some domestic and international travel required (typically less than 6 weeks per year)

- Must be detail oriented and have excellent organizational, time management, prioritization and follow-up skills
- Demonstrate ability to evaluate cycle time and downstream impacts of form content and system set ups
- Must be responsive to requests and have the ability to partner within and across departments to complete tasks