



Example of Operations Program Manager Job Description

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Our growing company is looking for an operations program manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for operations program manager

- Articulate the goals and objectives of the programs and how it will impact the business, map out and define the list of dependent projects that need to be completed to reach the overall goal
- Prioritize actionable business improvement programs based on analysis of customer, stakeholder, and employee feedback
- Create and maintain executive level presentations for outlining the purpose of the program strategy and associated transformation initiatives for business unit & cross functional review, capital and go-to-market plans
- Play a leadership role across the broader operations and technology team(s) ensuring alignment to the Business Plans / Strategies, Resources, and Budgets
- Own and control effective communications to all Stakeholders to secure buy in for program launch
- Develop and execute communication strategies to ensure program activities, accomplishments, issues, and risks are communicated to executive management, operations executives, project stakeholders proactively
- Use good business judgment to make timely decisions around priorities, resource allocation and trade off options
- Build a strong network across solution teams and technology teams and/or locations to facilitate timely issue resolution and help ensure project success
- Lead large cross-functional projects, end to end, to deploy logistics solutions

- Managing a team that works to resolve network problems in a timely way with high quality

Qualifications for operations program manager

- Able to comfortably and effectively lead and communicate with high level management and international personnel
- Able to effectively deal with ambiguity
- Able to anagement multiple priorities or projects
- Able to effectively apply project management principles
- Self-starter, able to quickly learn and adapt to new processes, methodologies and technologies
- Sound understanding of ACE Methodology and Standard Work