



Example of Operations Representative Job Description

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Our company is growing rapidly and is looking to fill the role of operations representative. 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 representative

- Monitors and processes transaction requests incoming documents
- Be Subject Matter Expert on Pricing and Configuration
- Ensure required approvals are obtained
- Submit and manage contracts, SOWs and other agreements with legal
- Understand contract requirements, structure, business terms and identification of potential risks
- Review PO for accuracy and compliance with internal policies
- Submit Orders for Booking
- Partner with sales on customer meetings regarding large orders in "Contender or Above" status
- Liaising with all organizations involved in the agreement process
- RFP/RFI Support

Qualifications for operations representative

- CSG experience is required
- Secondary school graduate or above
- Food is your friend - you've got to have an appetite to work here!
- You are self-motivated and a great team player who throws himself at challenges
- You have courage of conviction and can quickly and efficiently troubleshoot

