



Example of Operations Representative Job Description

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Our company is looking for an operations representative. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for operations representative

- Enter data for the KOT Valve/Inactive Services updates into the Valve App
- Survey the daily service and pave cut cards for accurate size, type, and location
- More than 8 hour day may be expected as dictated by work volume
- Fix work requests with editing errors, file device cards, meter cards/inventory
- All paving – from creating the repair wr's to paying in Oracle
- Permits – processing and paying
- Scheduling for 5 contractors – from creating wr's to calling customers to schedule, sending customer letters, fielding customer complaints, and customer call backs
- Perform other duties as requested (as a standard default answer)
- Monitor and process tasks and requests for Strategist Solutions
- Verify new account documents and other duties as assigned

Qualifications for operations representative

- Act with a sense of urgency while maintaining accuracy and detail
- Proven ability to establish productive internal and external relationships
- Work well under pressure and with integrity
- Ability to exude confidence and gain credibility with carriers
- Highly professional demeanor in a fast paced sales environment
- Preferably minimum one year related experience