



Example of Operations Representative Job Description

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

Responsibilities for operations representative

- Training the Loan Operations staff
- Identifies issues which are beyond the scope of those handled by the Customer Operations department, or which require specialty involvement, and generates service tickets and alerts for issue resolution
- Work with colleagues from different cultural backgrounds in an international environment
- Have constant exposure to the English language
- Gain knowledge of financial markets
- Gain experience in dealing with financial transactions and administering US investor accounts
- Work with a supportive team in great atmosphere
- Take part in local and global (analytical, technology and system) projects, soft skills development and improvement trainings
- Provide first line Business Practices support to OD Alliance and Channel Sales team
- Placing trades, implementing new accounts, performing account transfer and money movement functions other account maintenance functions

Qualifications for operations representative

- Bachelors in Environmental Science or related Science
- Knowledge of EPA (TSCA/FIFRA), FDA and USDA regulations
- 1-3 Import logistics experience from regulated industry preferred

- A working knowledge of current permit fees and mandates for all state, county, and municipal entities is a basic requirement
- General office abilities for computers, typewriter, copiers, and printers