



Example of Operations Senior Manager Job Description

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Our company is growing rapidly and is hiring for an operations senior manager. 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 senior manager

- Developing relationships of trust with all key stakeholders
- Responsible for regular and often daily interactions with all the company departments/ campaign team leaders and the whole management team
- Manages and staffs the operations assigned
- Responsible for all aspects of operations which include but not limited to monitoring operations staffing, provide temporary coverage and training
- Guide Operations Managers in meeting of all team & individual goals
- Ensure proper follow-through on all directives, bulletins, schedules and accounting from the corporate office
- Implements focused continuous improvement processes and metrics to identify, understand, & eliminate losses, reduce working capital, reduce lead times, and increase throughput
- Manage and negotiate store contracts as appropriate including HVAC, elevator, escalator, fire Equipment
- Be responsible for the development and implementation of management and patient care systems to assure the cost-effective and quality operations
- Work closely with program, hospital and PMG leadership to ensure that the integrity of program services across each respective region remain sensitive to patients' physical, psychological, and spiritual needs

Qualifications for operations senior manager

- Ensure a streamlined and cost effective new account authorization operation, which manages risk by reviewing and recommending/managing changes to policies, processes and procedures
- Refine operational efficiencies by updating procedures to ensure new account tasks are documented and up-to-date
- Perform the Account and Maintenance Approval function for Direct Investing and Financial Planning accounts support the review of Private Wealth Management account documentation
- Responsible to review all New Account documentation to ensure the account is appropriately registered (Options) and any individual with trading authority or power of attorney has been approved
- Enables the creation of a centre of excellence in technical contact centre operations (Desktop & server support)
- Overall 10 years out of which at least 7+ core IT helpdesk experience