



Example of Operations Support Specialist Job Description

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Our company is searching for experienced candidates for the position of operations support specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for operations support specialist

- Following up on issuance of client valuations statements
- Organize and maintain process related documentation
- Track status and follow up with stakeholders as needed
- Create and maintain procedure documents
- Set-up, monitor, and process Voluntary Corporate Actions
- Compile and distribute various reports
- Record all activity on accounts
- Submit accurate records for final processing to service center
- Record all activities on client account and submit accurate forms for final processing
- Develop and maintain daily metric reports

Qualifications for operations support specialist

- Helps monitor activities and trends within the RFI space which made requests by region, customer, line of business
- Analyze data to improve processes
- Assist operations in the remediation of correcting annuity policies
- Previous experience with database input
- Record all activities on account
- Identification and resolution of trade discrepancies