



# Example of Operations Support Specialist Job Description

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Our company is growing rapidly and is hiring for an operations support specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for operations support specialist

- Exercising and assigning processing
- Option premium reconciliation and settlement
- Execution of periodic expiration events
- Creating MS Database forms that interact with SharePoint
- Writing VBA Macros that can consolidate data from various sources
- Writing VBA Macros that can interact with Internet Explorer
- Creating Custom Forms and Reporting in MS Access
- Complete resource on-boarding in Beeline, ensuring data accuracy and work with the business to obtain any required data as appropriate
- Ensure SOWs are approved by the appropriate Delegation of Authority (approval authority in the organization) and align onboarding activities accordingly including having resources properly set-up for payments and enforce tenure rules are followed appropriately by business group
- Process resource extensions, working with the business to obtain the appropriate approvals as per internal processes and participate in issue resolution regarding data discrepancies and require updates

## Qualifications for operations support specialist

- Exceptional investment banking and operations knowledge
- Manage all off-boarding activities and ensure resources are off-boarded on a timely manner, including maintaining weekly tracking reports, ensuring all

- Manage a weekly finish process to ensure resources are terminated on timely manner reducing risk to the organization and provide suppliers with accurate data as it pertains to resources due to expire and ensures proper action is taken by them in Beeline
- Creating database forms that interact with SharePoint
- Creating Custom Forms and Reporting in Access
- Reviewing/process individual reservation requests