



Example of Operations Support Specialist Job Description

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Our company is growing rapidly and is hiring for an operations support specialist. 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 support specialist

- Run searches to process/correct metadata for bulk items
- Assist with processing of contractual Obligation data in the Obligation management system
- Providing assistance to New York team in handling light deal logging tasks
- Setting up secured deal folders for Corporate Finance and private side Markets for Asia
- Support operational personnel
- Check documents for accuracy
- Analyze and input data to/from internal/internal sites
- Processing Advisory Accounts
- Maintenance of transactions such as restrictions, program/style changes, and journals
- Processing of Advisory Accounts, Enrollments, maintenance transactions such as restrictions, program/style changes, journals

Qualifications for operations support specialist

- Ability to learn deal logging and conflict clearing
- Experience in troubleshooting computer hardware and software problems
- Good knowledge in Linux, OS troubleshooting, Services like mail, http, ftp, ssh, dns

- Provide hands-on technical support to GCLO in the day to day running of the business operations