



# Example of Operations VP Job Description

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Our innovative and growing company is looking for an operations VP. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for operations VP

- Partner with Product Management teams on contracts negotiations, establishing L1, L2, L3 support mechanisms, customer negotiations & professional services engagements
  - Create and publish monthly metrics
  - Process, negotiate and onboard teams while working with all agency disciplines
  - Lead and develop the execution of processes to ensure successful campaign and content delivery
  - Oversight of production and proofreading, managing teams in execution of workflow, creating and updating operating budgets, manage stakeholder expectations, identifying risks and case studies
  - Collaborate and communicate with creative teams, source and manage outside resources to achieve consensus and optimize execution
  - Serve as main point of contact and/or escalation for issues related to production, scope of work, outsourcing, freelancers, and the studio
  - Drive and execute ongoing operational efficiencies through process optimization, communication, and business rules
  - Evaluate and provide insight to creative department to leverage resources, create process and integrated workflow
  - Collaborate with internal stakeholders to discuss and execute scope of work, budgets, cross-channels, and goals
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- Qualitative and quantitative capabilities in problem resolution
- Visionary - embraces technology and creative processes for operational efficiencies
- Is proactive in operational planning and execution
- Innovative process manager
- Ability to prioritize multiple work projects and multi-task as necessary
- Good presentation ability and comfort level with all management levels