Our growing company is looking for an ops analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for ops analyst

- May assist in the preparation, review and coordination of the preparation of monthly Board of Trustees reports for the Templeton managed Franklin funds, and the required quarterly disclosure for the Templeton commingled trusts and the TGII fund group
- Providing on-call / off-shift incident management support for critical issues affecting, or potentially affecting the production environment
- Ensuring monitoring requirements, wellness checks, application triage information for applications are in place and appropriate for support applications
- Assisting with IT projects such as hardware and software upgrades
- Document all research and exception findings in files
- Develop and maintain detailed spreadsheets and tracking of audit activities and results, including metrics
- Identify what processes and functions fall below an acceptable threshold and work to identify root causes and common issues the actual cause of the error(s)
- Communicate and confirm the test results with your Manager and be able to discuss the work at a detailed level in summary for Executive audiences
- Create service forms for returned checks and vendor refunds
- Post vendor refunds to the vendors' account

Qualifications for ops analyst

- Experience managing UAT cycles and test case planning and execution
- BA role for 2+ years
- Generally a minimum of 5 to 8 years related business experience
- Highly developed facilitation and consensus building skills