



Example of Ops-Support Job Description

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Our innovative and growing company is looking to fill the role of ops-support. 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-support

- Communicates necessary medical information in a timely manner to parents/guardians, the school nurse, and appropriate school personnel while maintaining confidentiality
- Maintains emergency procedure information for students and staff
- Maintains a back-up notebook in the event of absence or technical difficulties
- Establishes and maintains open communication and a cooperative relationship with students, staff, parents, and community
- Maintains a clean, safe, and adequately stocked health room
- Ability to accept supervisory direction
- Ability to perform specialized medical procedures for students after receiving child specific training and delegation of task by the school nurse
- Ability to establish and maintain effective communication, both orally and in writing, with school administrators, central office personnel, faculty, staff, parents and students
- Ability to provide a supportive atmosphere for students and staff while assuring appropriate health room use
- System User Admin - Set up new users, changes for current users, and remove terminated users in all Claims related systems

Qualifications for ops-support

- Strong analytical skills and a desire to think outside the box! There is great potential to shape and define the role as the Marketplace matures over the

- Operating with ownership and a sense of urgency - The marketplace is a customer facing, business transformative application
- Scripting/coding knowledge is helpful (as it makes understanding of the application and architecture easier)
- 1-2+ years of experience or familiarity in any operations/support role
- Understanding of any coding/scripting language