



Example of Process Owner Job Description

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Our company is growing rapidly and is looking for a process owner. 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 process owner

- Check and approve payments as appropriate
- Designing and implementing timely and accurate financial information
- Ensures process improvement methodologies, project management and delivery process, and implementation management processes are followed
- Manages the project budget
- Determine when improvements are required
- Directs work flow and acts as project manager for assigned skills and other initiatives
- Performs audits on the execution of the processes "go look go see" ensuring the documents are timely and compliant
- Ownership of system configuration ensuring compliance with Business Unit expectations and Governmental requirements by providing Subject Matter Expertise (SME) of distribution/warehouse applications
- Support and leadership for Lifecycle Management of systems and technologies across all distribution center facilities
- Intercompany Business & Accounts Payable for both products and services

Qualifications for process owner

- Adaptability – Demonstrate flexibility in dealing with situations involving changing demands, uncertainty, and stress, changing client requirements/specifications

- Strong business and compliance acumen
- Bachelor's degree in any 4-yr course
- With 3-4 years work experience in BPO industry and/or people management role
- Strong knowledge of Data Management and/or ERP system