



Example of Site Operations Job Description

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Our company is hiring for a site operations. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for site operations

- Timely resolution and communication of all issues
- Feedback from Merchandising Operations team that issues are resolved and communicated appropriately
- Help organize other meetings and events, , town halls, senior management visits, staff meetings
- Maintain up-to-date documentation of operating models, organizational structures, site governance
- Maintain the site-wide performance metrics and reports
- Serve as the operations PPI Business System program champion providing overall guidance for operations engagement in PPI Business System
- Manage overall process of day to day operations for all services provided to client
- Maintain a current Standard Operating Procedures (SOP) manual that facilitates cross training and desk coverage
- Complete Departmental Profiles for all new program users
- Facilitate issue resolution within client contacts

Qualifications for site operations

- Bachelor's Degree with a minimum of 10 years' experience in financial services, operations or customer service setting or High School/GED diploma with a minimum of 13 years' experience collections, financial service, operations or customer service setting or equivalent military experience
- Experience managing large organizations and other professionals with a

- Financial Analysis and cost management experience a preferred
- Must have strong leadership/interpersonal skills – minimum of 4-6 years
- Will be managing site Supervisor and client relationship
- A minimum of a Masters Degree is required - preferably in Operations Management, Engineering or Business Administration