



Example of Site Operations Job Description

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Our company is looking to fill the role of site operations. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for site operations

- Developing and growing a PGK 100M+ operations and maintenance service company for ExxonMobil PNG
- Motivate, influence, positively embrace change
- Identify and correct unsafe conditions and acts
- Apply Market Based Management to get better results
- Employ positive, strong verbal / written communication and interpersonal skills in working with various levels of the organization
- Build and Manage the the Site Support team at Hotwire, reporting to the Director of Development Operations
- Manages internal and external resources (content management/publishing support), adjusting resource allocation when necessary, with specific focus on increasing overall efficiency of website operations (i.e., increasing speed to market while ensuring optimal quality)
- Reviews and follows up on daily Ops Mgr reports
- Promotes a healthy work environment with honesty, integrity, and respect for all employees
- Review program audits and develop game plans with Ops Mgrs to solve center concerns

Qualifications for site operations

- Bachelor's degree from an accredited college or university, preferred in a health or social services field
- Four to seven years experience in a management position in a contact center,

- Three years of relevant experience with health or human services support and delivery
- Preferred knowledge of government health programs to include Medicaid, the Children's Health Insurance Program (CHIP) and Long Term Care, strong understanding of the health care services market place
- Preference with project management or equivalent overseeing and managing government contracts within the health sector
- Proven experience in establishing a collaborative working environment