



Example of Specialist Manager Job Description

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Our company is growing rapidly and is hiring for a specialist manager. 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 specialist manager

- Vendor Negotiation, Engagement & Contract Management – Obtain the necessary inputs from the user group
- Initial assessment of EFM arrangements to minimise operational risk for both clients and shareholder
- Ensuring that new EFM arrangements and details are set up correctly on the internal systems
- Solicits information from all other internal client touch points (AE, RM, Product Specialists ,) to maintain holistic view of client relationship
- Able to perform data analysis using SQL
- Committed with the ability to prioritise work duties and tasks
- Ensures the processing of new hires, promotions, terminations and other personnel changes is accurate and timely
- Ensures systems are set-up and updated to reflect our current employee base, including wages, benefits, sick and vacation time in line with contract
- Critically reviews and analyze current payroll, benefits and tax procedures in order to recommend and implement changes leading to best-practice operations
- Communicates actively with HR to reconcile data sharing

Qualifications for specialist manager

- Recognized degree in Computer Science, Information Systems, or other

- Typically has 7-10 years of IT work experience, including 4 or more years managing projects
- Bachelor's Degree in computer engineering, business, Information sciences or other related field
- Minimum of 5 years of Property & Casualty experience
- Significant experience in a management role, preferably overseeing a team supporting executives