

Business Operations Manager Job Description

- Enhance the operational procedure, systems and principles in the areas of information flow and management, business processes and enhanced management reporting
- Organize and intensify efficiency support services by ameliorating functions and coordinating communication between businesses and support functions
- Perform a meaningful role in long-term planning and establishment initiatives aimed at operational distinction
- Supervise overall planning systems, financial management and control
- Organizing the budget of the company in collaboration with the director
- Allocation of checks for company expenditure
- Computation of completed units of service and invoicing of funding sources
- Perform organizational roles that ensure that protection regulations are followed
- Supervise the customer service units and ensure that they are in line with customer satisfaction objectives
- Reevaluate customer related statistics and data.