

JOB DESCRIPTION

1. JOB DETAILS:

Company:	Dana Energy
Location:	Headquarters
Department:	Trade
Position Title:	Business Operations Specialist
Grade:	11
Reports to:	Executive Vice President
Job Type:	Full Time

2. JOB PURPOSE:

The business operations specialist reviews every aspect of company operations for the purpose of improving operational processes to make the company operations more efficient. He/she participates in development and evaluation of strategic and operating plans, evaluates programs for conformance of overall goals and objectives of the organization.

3. JOB DIMENSIONS:

Number of Staff Supervised:	Direct Reports:	▪ 0
	Indirect Reports:	▪ 0
	Total Reports:	▪ 0
Financial Accountabilities:		▪

4. KEY ACCOUNTABILITIES:

- Coordinates the development and implementation of programs, special projects, research studies, and other initiatives of the unit.
- Oversees, advises, and assists in coordination, development, and preparation of various proposals in support of unit programs.
- Coordinates, and administers the planning process for programs and initiatives of the unit.
- Oversees the supervision of personnel through management systems, which includes work allocation,

enforcement of internal procedures and controls, and problem resolution

- evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
- Proven experience in problem-solving with analytical and strategic skills for an understanding of the business implications of plans and strategies
- Implement quarter-over-quarter improvement strategies to increase efficiency, spend performance, customer delivery and satisfaction
- Serve as a point of contact for workflow issues with internal teams
- Provide leadership to foster a culture of high team effectiveness and timely completion of projects
- Develops integrated revenue/expense analyses, projections, reports, and presentations.
- Creates and analyses monthly, quarterly, and annual reports and ensures financial information has been recorded accurately.
- Identifies trends and developments in competitive environments and presents findings to senior management.
- Performs financial forecasting and reconciliation of internal accounts.
- Creating, implementing and managing a program office function in support of the execution of Analytics delivery or product work.
- Responsible for monitoring and reporting progress of various programs through governance
- Develops and manages annual capital and/or operating budgets; oversees, monitors, and coordinates program budgets, as appropriate.
- Participates in the development, coordination, and implementation of changes and/or improvements in fiscal, organization performance, and/or other management systems and procedures for the department.
- Participates in development, implementation and maintenance of policies, objectives, short-and long-range planning; develops and implements projects and programs to assist in accomplishment of established goals.
- Performs miscellaneous job-related duties as assigned.

5. QUALIFICATIONS, EXPERIENCE, & SKILLS:

- Minimum Bachelor’s Degree; preferably in Business, or Operations Management
- 4-7 years’ of experience in related fields
- Familiar with a variety of the field's concepts, practices, and procedures.
- Strong leadership and interpersonal skills
- Great communication and organizational skills
- Creative and analytical thinker
- Ability to adapt to changing priorities
- Advanced Microsoft skills
- Program management and administrative skills.
- Advanced grant writing and preparation skills.
- Ability to foster a cooperative work environment.

Statements in this Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.

6. Approvals:			
Line Manager (Dept. Manager / Function Head):			
	Signature		Date
Group Human Resources Director:			
	Signature		Date