

BUSINESS OPERATIONS SPECIALIST

COLLEGE & CAREER PATHWAYS | ENVIRONMENTAL MANAGEMENT

JOB DESCRIPTION

Operations specialists plan, direct, or coordinate the operations of public or private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services.



MEDIAN HOURLY EARNING

\$26.10

WHERE CAN I PURSUE ALIGNED TRAINING?

DELGADO COMMUNITY COLLEGE

(Logistics)

WHAT SKILLS & TRAINING ARE NEEDED?

FOUNDATIONAL SKILLS:

- **Monitoring:** Operations specialists are often responsible for rating the performance of themselves, other individuals, and organizations to make improvements and take corrective action.
- **Active Listening:** Oftentimes issues arise when workers aren't functioning efficiently, this is when the operations specialist has to listen to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times.
- **Speaking:** This person will have to be comfortable speaking to others to convey information effectively.
- **Reading Comprehension:** Operations specialists often communicate through email, so it is important to understand written sentences and paragraphs in work related documents.

TRAINING: A program that generally prepares individuals for this kind of work, with emphasis on planning, organization, directing, and controlling the functions and processes of a firm or organization. Training includes instruction in management theory, human resources management and behavior, accounting and other quantitative methods, purchasing and logistics, organization and production, marketing, and business decision-making.

HOW DO I KNOW IF THIS IS A GOOD FIT FOR ME?

- You enjoy systems and procedures.
- You are detail oriented.
- You enjoy working with others.
- You have patience with the ability to see a project through from beginning to end.

Presented by

