**Job Description**



**Position Title:** Operations Manager

**Classification:** Exempt

**Reports To:** Chief Operating Officer

**Supervisory Responsibility:** None

**Date Created:** December 2019

**Summary/Objective:**

This operations manager reports to the COO and will provide a high-level systems and project management support for the Denver Team.

**Essential Functions:**

**Strategy Execution - COO (30%)**

* **Support COO’s work with FPSB team to identify and develop project plans for annual priorities – set deadlines, assign responsibilities and track performance across departments.**
	+ **Develop / leverage spreadsheets, diagrams and process maps or other appropriate tools to support understanding and execution of priorities.**
	+ Prepare reports to **communicate status** of priorities/action items, and track progress toward completion.
* Maintain **tracking systems to support execution of action items/projects** stemming from FPSB’s regular business, based on output from global meetings, forums, committees and working groups.
* Manage **other projects and processes**, as assigned by the Chief Operating Officer.

**Digital Platform/Vendor Management (30%)**

* + Manage FPSB’s **relationships with** **technology vendors/platforms**, and work with the FPSB team to evaluate the efficient use of tools/platforms (e.g. digital credentials, cloud storage/sharing, task).
	+ Work with FPSB department heads to developspecifications, project plans and timelines for introducing **new or updating existing technology platforms/tools** to support FPSB operations.
	+ Manage and facilitate **reporting from technology vendors / platforms** to FPSB departments to manage communications and update records.
	+ Manage FPSB’s **external technology / infrastructure vendor** to ensure operational needs are met; coordinate employee onboarding, offboarding and other technology needs among FPSB departments.

**Governance: Committee/Forum Support (30%)**

* Manage and organize all aspects of FPSB Ltd. Audit and other Committees meetings including, drafting agendas, meeting materials and meeting minutes.

**Other duties as assigned (10%)**

**Skills and Competencies:**

* Mastery of MS Word, MS PowerPoint and MS Outlook. Advanced knowledge of MS Excel preferred.
* Ability to represent FPSB to international stakeholders with professional poise and cultural savvy.
* Ability to handle multiple tasks simultaneously and work within tight deadlines with a positive attitude, even when under pressure.
* Extensive use of cloud-based tools and applications for virtual collaboration and organization.
* Ability to communicate effectively, both verbally and in writing, with working knowledge of English grammar and ability to proofread and correct written work
* Ability to exercise independent judgement, critical thinking and follow-through to execute projects, from initial stage through completion, collaboratively across the organization.
* Desire to be part of a small team making a positive impact in the global financial community.
* Understanding of financial reporting preferred

**Education and Experience:**

* Bachelor’s degree or higher required.
* Three to five years of project management or operations experience

**Work Environment:**

* Sitting for long periods, standing and walking intermittently
* Indoor office environment, temperature controlled
* Occasionally lift or move up to 20 pounds
* Open-space floor plan

**Expected Hours of Work:**

This role is considered full-time working approximately 40 hours per week and is exempt from overtime. Schedule flexibility may be permitted but must be available during the "core" work hours of 8:30 a.m. to 4:00 p.m. Occasional evening and weekend work may be required.