

# Argentina Jobs Expertini®

## Operations Specialist

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Company: Welocalize

Location: Argentina

Category: other-general

### Main Duties

Build and drive critical operational processes to ensure day-to-day delivery of customer commitments.

Manage and oversee various aspects of daily operations including inventory, procurement, logistics, billing/invoicing, ticketing, timekeeping, project management, and customer service.

Assist Project teams with planning, scoping, requirements gathering and validation with client.

Create an effective feedback loop between the front line, product, strategy, and customers.

Collaborate with cross-functional teams, including Customer Operations, Product Operations, Data Analytics, HR, Finance, Talent/Procurement, Product Managers, and more to achieve company objectives and KPIs.

Conduct periodic audits to ensure compliance with standards and regulations.

Provide support in the onboarding and training of new employees.

Analyze operational data and metrics to identify areas for improvement.

Participate in process optimization projects and come up with creative solutions to bottlenecks.

Assist in financial budgeting and reporting.

Support multiple squads on rotation as needed.

## **Requirements**

Advanced English skills.

Bachelor's degree in an analytics-heavy major (, Engineering or Economics) and/or a graduate degree in Operations, Engineering, Economics, or Business.

Minimum of 2-4 years of experience in an operations role and/or a top-tier consulting firm.

Excellent communication skills, both verbal and written.

Strong organizational and multitasking skills.

An action-oriented mindset that balances creative problem-solving with the scrappiness to ultimately deliver results.

Proficiency in Microsoft Office Suite, with strong Excel skills.

Analytical, planning, and process improvement capability.

## **Other Relevant Skills**

Experience with reading SQL or demonstrated analytical skills

Experience with resource management tools ( Workday)

Analytical Thinking

Time Management

Attention to Detail

Team Collaboration

Process Improvement

Flexibility & Adaptability

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