

## Business Operations Manager

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Company: Arrow Electronics

Location: Poland

Category: other-general

**\*Position:** Business Operations Manager **\*Job Description:** \*Arrow is an equal opportunity employer and is committed to creating a diverse working environment by providing equal employment opportunity for all qualified persons.\* The Global Business Process team is a cross functional team with members in all Arrow regions. Reporting to the Global Business Process Director the role will interface with the Regional Process teams and Business stakeholders. The Business Operations Engineer is a key resource to the Business teams acting as a Process Expert/Business Analyst in the major business functional areas. The position is focused on supporting effective business practice and compliance and working with the Business to identify, define and implement process improvements via IT development, Automation and increasingly AI/ML. The role is a key interface between the commercial and technical arms of Arrow\***Key activities include:**\*\* Project management across teams and business units\* Creating detailed business analysis, outlining problems, opportunities, and solutions for the business\* Identifying and prioritizing technical and functional requirements\* Working with Stakeholders and Regional Process teams on creating the business case and Business Requirement Documents to support the development intake process\* Planning and monitoring development deliverables\* Implementing and supporting business initiative and IT development\***Skills to include:**\*The Business Operations Engineer position requires both hard skills and soft skills. A strong grasp of Business best practise and process-based methodology and a good knowledge of IT infrastructure and their role in delivering solutions to the business teams Knowledge of software such as Microsoft Excel, Microsoft PowerPoint, BI to collect and sort data, create graphs, write documents, and design

visualizations to explain and support activity. BPM knowledge and experience of current industry leading software\* Oral and written communication skills\* Interpersonal and consultative skills\* Project Management and Facilitation skills\* Analytical thinking and problem solving\* Being detail-oriented and capable of delivering a high level of accuracy\* Organizational skills\* Knowledge of business structure\* Stakeholder analysis\* Requirements gathering\* Processes Modelling, Mining and RPA\* Understanding of networks, databases and other technology \*Location:\* UK-Harlow, United Kingdom (Kao Park Hockham Way) \*Time Type:\* Full time \*Job Category:\* Business Support

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  - [3. Business Operations Manager jobs ↗](#)

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