



| | | | |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------|
| Position Title: | Business Operations Manager | | |
| Requisition #: | BOM-2007-035 | Location: | Reston, Virginia |
| About Definitive Business Solutions: | <p>Definitive Business Solutions (Definitive) helps clients manage risk and improve performance by delivering proven and integrated solutions. The Definitive Solution Portfolio includes methodologies and tools for managing Information Technology, Information Security, and Business Continuity. Definitive, founded in 2003, is a privately-held company headquartered in Reston, Virginia with a Data Center located in Whippany, New Jersey, and offices in Atlanta, Georgia and Durham, North Carolina.</p> <p>Definitive is currently experiencing significant business growth, and is committed to reinforcing its leadership role while sustaining and promoting the Definitive core values. For more information, please visit the Definitive Business Solutions, Inc. web-site at: www.DefinitiveInc.com</p> | | |
| Responsibilities: | <p>Looking for a unique, experienced professional to manage our business operations and support the executive management team in growing the business.</p> <p>The Business Operations Manager (BOM) is responsible for measuring the performance of the business and leading efforts to drive near term performance improvement. This role will monitor performance measures including forecasting, revenue, margin, market share, pricing competitiveness, etc. The BOM will have responsibility for interpreting trends and assessing indicators to project the health of the business and will prepare financials and a weekly dashboard of key business indicators.</p> <p>The BOM will use an understanding of the performance of the business to adjust operational levers and identify and drive near-term improvement initiatives. Operational levers that will be tuned include: pricing, contract profitability, and sales incentives. Performance improvement initiatives will typically involve leading a cross functional team of Sales and Consulting staff. The primary focus will be current and next quarter performance improvement.</p> <p>This position will support a wide range of operations to include:</p> <ul style="list-style-type: none"> • Supporting the generation of new business proposals; • Developing and negotiating contacts and subcontracts; • Managing facility space and related telecom and IT support; and • Generating invoices and managing Accounts Receivables; | | |
| Required Skills, Attributes, and Education: | <ul style="list-style-type: none"> • Demonstrated project management expertise • Proven track record of accomplishment managing direct reports and cross functional teams • Solid understanding of the professional services market • Self-starter, motivated, and proactive ability to identify issues & develop solutions • Strong analytical and problem solving skills, attention to detail and curiosity • Skill in both developing strategies and tactics, and in determining and implementing the operational requirements necessary for business success • Demonstrated experience with process improvement techniques / tools such as process flowcharts, metrics management, and control charts, etc. • Excellent communication, negotiation, and influencing skills • Ability to effectively persuade across organizational boundaries • 8-10 years of relevant work experience • Bachelor's degree in Marketing, Business, Finance or similar discipline | | |
| Desired Skills, Attributes, and Education: | <ul style="list-style-type: none"> • Familiarity with QuickBooks Pro • Familiarity with the Federal Acquisition Regulations • Master's Degree in a relevant field | | |
| Travel Requirements: | 0-10%, based on business need | | |