



Job Title: Operations Management Intern

Department: Operations Management

Location: New Haven, Connecticut.

Job Type: Internship

Job Description:

We at go4biz.com are seeking an enthusiastic candidate who can accomplish a strong coordination between various core departments in a company, keep a track of all the front end and back end operations of all the projects and lay a path for the smooth and safe running of company operations.

Job Responsibilities:

- Understand the company culture and establish appropriate managerial functions.
- Take care of the company operations and ensure that all the operations are carrying out efficiently to meet the customer/client requirements.
- Simulate the company operations and its system time to time to identify the problems and develop plan of action to come up with better operational system.
- Establish a strong coordination between all the departments in the company for improved effectiveness in each department.
- Should be capable of forecasting, reviewing and estimating the cost/budget of the project and decide on its feasibility and viability.
- Keep a record of all the on-going projects, get all the status reports weekly, arrange meetings to review the progress of the projects and plan the future aspects accordingly.
- Study and analyze the skills necessary to carry out the project operations efficiently and communicate with the HR department to train and equip the employees with required skills.
- Coordinate with the research department for the recent business trends and develop new strategies to optimize the company operations.
- Take fast paced and fitting decisions at uncertainty.
- Construct and maintain strong customer relationships by a frequent review of customer feedbacks and enhance the business operations for boosting customer satisfaction.
- Maintain ethical standards of the company by establishing confidentiality and good organizational culture.

Requirements and Qualifications:

- Bachelor's degree in business or related field.
- Master's degree in Operations Management is preferred.
- PMP certification is preferred but not necessary.
- Intense knowledge in using any statistical analysis tools is preferred.
- Solid computer skills and awareness of web-based marketing and social media.
- Outstanding presentation, communication and inter-personal skills.
- Commitment towards organizational ethics and development.
- Excellent motivational and leadership skills.