

## For Upraised Embark Program 2021

# Job Descriptions for Career Tracks

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### Business Operations

Business Operations Teams are responsible for end-to-end execution of the organisation's strategy often known as Biz-Ops, Strategy & Ops or Program Management. You wear different hats & deal with unstructured, ambiguous and complex challenges from various functions. It offers a good mix of strategy, implementation & exposure to how business functions.

#### Role titles you can expect

Product Operations Intern  
Operations intern  
Program intern  
Growth & Operations

#### Skill sets of program manager

Project Management  
Communication  
Creating Reports & Dashboards  
Stakeholder Management

#### Day in a life of a program manager

Day to day responsibilities of a Program Manager [here](#)

#### Responsibilities

- Structure and lead complex cross-functional programs of an organisation and coordinate inter and cross-company initiatives
- Manage large cross-functional projects across engineering, product, legal and other teams and influence decision-making within leadership audiences
- Gather and analyze large amounts of information quickly in order to problem solve and drive decision-making effectively
- Project manage, prioritize based on urgency & complexity & drive tasks to closure
- Prepare communication materials and progress tracking for multiple audiences including preparing and delivering presentations to leadership stakeholders