

OPERATIONS ANALYST

Role Description

The Operations Analyst will be instrumental in ensuring effective end-to-end performance across the organization. Working in both internal and external functions, the Operations Analyst will collaborate with various leads to meet any needs related to enablement and efficiency, relationship and event management, marketing and outreach, and data analytics.

Responsibilities

The Operations Analyst will have the opportunity to get exposure to and work with all divisions within the operations team (Business Development, Marketing, and Operations) and other teams at QUAAF. The intent is for such a holistic view to guide the Analyst in taking on leadership roles in moving projects forward, participating in digital marketing activities, suggesting and implementing new initiatives, and coordinating a team.

Desired Qualifications

Passion & Communication: The Operations Analyst has a meaningful say in defining their specialization and the type of contribution they want to make. There is plenty of room for innovation and creativity by being involved in speaker events, podcast, social media campaigns, and various key projects that expands communications and outreach of QUAAF. The external aspect of the roles provides excellent networking opportunity with Queen's alumni and other industry leaders.

Organizational & Technical: The Operations Analyst must time manage effectively and work under pressure to handle competing priorities and tight deadlines, as well as be adaptable to change. Basic understanding of investing and finance is helpful, though not required. MS Office proficiency is required, and any experience with website, graphic design, social media, workflow tools is an asset. Above all, demonstrated passion, drive to contribute, and strong verbal and written communication skills are vital.

Teamwork & Values: The Operations Analyst must be extremely proactive, collaborative, can receive feedback where provided, and embrace QUAAF's values of creating an environment of professionalism and continuous learning.

Recent Operations Alumni Placements



Secondaries Advisor
Venture Capital



Economist
Capital Markets



Manager
Strategy



Associate
Investment Banking

Submit a resume and 3 min max video telling us about your unique skills and why you think you are a good fit for QUAAF to quaaf@queensu.ca