

# Operations Specialist Sample Job Description

- NP Registration in QBO
- Invoice credit cards in QBO while ensuring order accuracy in MDHQ
- Maintain QBO data integrity
- Manage all supplement orders
- Manage backordered supplements
- Investigate and resolve order issues
- Oversee shipping Admin staff member
- Create all USPS and Fedex shipping labels and ensure shipping inventory is full at all times
- Order supplies as needed
- Manage all patient refunds/credits
- Assist accounting department as needed