Job Description: Fractional Director of Automation

Department: Operations / Business Technology
Job Type: Part-time, 15-20 hours weekly
Compensation: $5,400/mo

About

In today's business landscape, automation and no- or low-code tools empower companies to optimize technology, reduce costs, and enhance productivity and customer experience. However, staying current with automation trends can be difficult without a dedicated IT department. The Director of Automation plays a vital role in identifying and implementing cost-effective, scalable automation solutions that meet business and regulatory requirements, ensuring continued flexibility and agility.

Responsibilities

- Work with department heads to identify opportunities for automation and implement automation and process solutions to improve business operations.

- Develop and manage automation projects, including project plans, timelines, budgets, and resources

- Ensure that automation solutions comply with regulatory requirements and best practices.

- Implement automation solutions that are cost-effective and scalable, allowing for continued flexibility and agility.

- Monitor the effectiveness of automation solutions and make recommendations for improvements and modifications as needed.

- Provide documentation, training and support to end-users to ensure that automation solutions are used effectively; revise automations as necessary to make them as user-friendly as possible

- Keep up to date with emerging automation technologies and trends and assess their potential impact on the business.

- Collaborate with other executives to communicate the benefits of automation to stakeholders and ensure their buy-in and support

Results

- *Increased efficiency:* Measured by the time taken to complete specific tasks before and after automation implementation, with the goal of reducing the time taken

- *Increased productivity:* Measured by the increase in productivity resulting from the implementation of automation solutions, with the goal of freeing up staff time for more strategic work.

- *Improved accuracy:* Measured by the percentage of errors before and after automation implementation, with the goal of reducing errors.

- *Cost savings*: Measured by the reduction in operational costs resulting from the implementation of automation solutions, with the goal of reducing costs.

- *Increased revenue:* Measured by the increase in revenue resulting from the implementation of automation solutions, with the goal of driving business growth.

- *Improved customer satisfaction:* Measured by the increase in customer satisfaction resulting from the implementation of automation solutions, with the goal of enhancing the overall customer experience.

- *Increased automation adoption*: Measured by the percentage of staff using automation solutions and their feedback on the effectiveness of these solutions.

- *Project success*: Measured by the successful completion of automation projects within budget and timeline, with the goal of ensuring successful project delivery.