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# Example of Associate Supervisor Job Description

Our growing company is searching for experienced candidates for the position of associate supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for associate supervisor

* Maintain power status spreadsheets during weather emergencies for regions, providing updates as requested
* Provide basic data entry and administration support as needed
* Coordinate with project managers on new install and projects involving security monitoring, including testing of the system, contact list information and pin codes
* Create job aids as needed for the team to help provide ongoing training
* Perform needed audits on accounts
* Engage in regular communication with the security consulting team and other LOB associates
* Coordinate with security consultant to complete Branch Security Assessments as needed
* Able to handle supervisor duties such as scheduling, payroll and administrative tasks for assigned shift
* Provides necessary training regarding the proper operations of all working components of the central station
* The above responsibilities are in addition to Monitoring alarms, responding to email requests, and completing all other operator tasks on a daily basis

## Qualifications for associate supervisor

* High School Diploma, or GED, or military experience
* At least 1 year of experience managing centralized security console operations
* 2+ years of experience managing centralized security console operations
* 1+ year of experience with central alarm systems, or 1+ year of experience with access control systems, or 1+ year of experience with closed circuit television systems
* 1+ year of experience with emergency communication operations
* Knowledge and understanding of the varied Company electronic and manual mapping and record systems knowledge of map symbologies