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# Example of Business Supervisor Job Description

Our company is hiring for a business supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for business supervisor

* Taking a hands-on role in client service delivery, spending the majority of your working day taking and processing client bookings and offering advice to others on their reservations
* A good working knowledge of Sabre is preferred
* Fares and Ticketing expertise/certificates
* A welcoming telephone manner
* Supervisory experience would help but training will be provided if this is your first step into people-management
* Supervises staff who perform either a single task, or multiple but closely related tasks
* Assist during month end close process
* Managing $91M+ reimbursable work for timely capital and expense billing and credit recovery
* Supervising a minimum of 10 associates including, assessing, coaching and taking corrective action plans to maximize performance and meet objectives
* Oversee timely payment of supplier invoices to avoid penalties and evaluate discounts for early payment to increase profitability

## Qualifications for business supervisor

* Minimum 2 year field experience with “hands-on” capability
* Must have completed at least a technical vocational course with a background in mechanical engineering
* Able to travel/drive to different parts of Visayas and Mindanao
* Ability to speak Visaya or other local dialects preferred
* Physically capable of lifting equipment up to 100 lbs
* Must have no criminal record and be free to travel to Philippines for 4 week extensive product training