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# Example of Communications Supervisor Job Description

Our growing company is looking to fill the role of communications supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for communications supervisor

* Develops content within the UPSers.com content management system and posts it to UPSers.com
* Will support the transition from static email design and delivery to personalized, responsive email distribution
* Demonstrates negotiation techniques in situations to gain consensus among those involved
* Presents options to peers and stakeholders on alternative methods for getting information to UPS people when standard publication channels are not appropriate
* Advises, counsels, and collaborates with cross-functional teams to share project information and to advise on content and channel standards and develop communications plans
* Proactively and independently support the R&D communication team by defining the communication needs, goals, priorities and channels for your stakeholders
* Proactively foster relationships with your business stakeholders to provide expertise and support them in their communications needs
* Deliver breakthrough levels of improvement by applying process improvement tools
* Achieve customer service goals and affect advancements in the quality and level of care provided by communications center personnel assigned
* Provide leadership and assistance in the planning, development, implementation, and monitoring of customer service related outcomes

## Qualifications for communications supervisor

* EMD Certified
* Must be available for recall 24 hours a day for emergency situations
* Must be flexible in work schedule to meet the demands of the company
* Must attend scheduled and called meetings
* Ability to exercise discretionary authority (within given limits) with logic and consistency
* Ability to objectively and accurately evaluate performance of others assigned to their shift