Downloaded from <https://www.velvetjobs.com/job-descriptions/delivery-supervisor>

# Example of Delivery Supervisor Job Description

Our company is growing rapidly and is looking for a delivery supervisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for delivery supervisor

* A successful candidate will be highly self-directed, an excellent problem-solver and be able to work with all levels of the organization
* Supervise, develop and mentor developers in requirement definition, recommendation/proposal development, project management
* Create and execute product deployment
* Utilize available tools (Route Tools, Margin Minder, ) to evaluate and identify routing efficiency opportunities
* Manage and assist resolve customer escalation situations
* Ensuring policies, procedures, guidelines, checklists, standards and SLAs are adhered to by the ROE Sales Support team in the execution of their daily responsibilities
* Manage team’s dashboards, work volume, resource redistribution and ROE agreement accuracy
* Pull reports and resolve issues on pending activities or complicated ROE agreements to assure customer expectation is met
* Functionally identify, plan and execute procedural improvements in relation to Benefits to enhance promote effectiveness, efficiency, compliance and accuracy
* Manage, support, or participate in large scale and/or cross functional domestic global projects as it relates to benefits

## Qualifications for delivery supervisor

* Valid Class A Commercial Driver License must be obtained within six months of hire
* HazMat and Doubles Certification preferred
* Mine site construction and shaft sinking expertise preferred
* Minimum 10 years' experience in general field supervision / construction management roles, 5 of which are in a supervisory capacity
* Considerable knowledge of the OH & SA and Mining regulations
* Flexible and adaptable to changing priorities and schedules