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# Example of Manager, Services & Support Job Description

Our company is looking for a manager, services & support. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for manager, services & support

* Manage content distribution to online channels, HR management systems and social media platforms to increase web traffic
* Provides operational and technical support for Service Interruption Events
* Brings all ITS resources together in order to meet business requirements
* Leads activities with multiple disciplines (TSS, Infrastructure, Unified Messaging, Cybersecurity, Communications, Workplace Services, ) where various groups are engaged to achieve desired results
* Responsible for development and management of staff and teams
* Grows relationships with business leaders and customers at all levels in the organization
* Assesses customer needs, priorities and trends through regular ongoing communication with clients
* To manage the safety of the team at all times in line with company policy, This requires ensuring all CATS are reported on an ongoing basis tool box talks and as they are communicated from head office
* To ensure achievement of the site financial results in terms of revenue and gross margin
* To manage stock levels consumables and materials effectively ensuring that all purchasing is conducted following the RDM’s organisational guidelines ensuring all client stock is where needed is on site and ready for all scenarios

## Qualifications for manager, services & support

* Creates competencies for anesthesia techs, OR Core Specialists & Surgery Support Technicians
* In conjunction with Anesthesia Lead and Educator, trains and orients new employees to department policies and procedures
* Manages support staff as a professional team including components of disciplinary action according to facility policy
* Conducts job and career interviews as required
* Ensures and facilitates all standards of practice/recommendations of governing bodies are adhered to, monitored and evaluated
* Ensures and facilitates infection control guidelines and standards are adhered to and monitored appropriately