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# Example of Operation Supervisor Job Description

Our innovative and growing company is hiring for an operation supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for operation supervisor

* Fully engaged with process on floor to actively lead and supervise teammates
* Communicates daily through operational start up meetings, making sure all work instructions, daily workflow activities and safety practices are being followed
* Initiates positive methods of driving teammate excellence through follow up, providing consistent and fair feedback on performance
* Supervise the operations of the team to achieve prescribed objectives
* Facilitating seamless hand offs and communicating key information to peers, teammates and management
* Ability to work effectively in a multi-tasking required environment
* Provide courteous and respectful customer service in high pressure situations to internal/external customers
* Assist Operations Manager on special projects as required
* Directing operational aspects of the facility
* Oversight the step - a critical step or another step that required for the manufacturing process of drugs and drug packaging (material receipt, set up the machine, filling process, stripping, printing, labeling)

## Qualifications for operation supervisor

* Six Sigma background is a plus
* You possess a Bachelor's Degree in Computer Engineering, Electrical Engineering or related discipline
* You ideally have training in handling & rigging load
* You are trained to check our own or others PPE & lifting tools/devices
* Avoid or reduce the product complaint, product reject, product re-call, product re-pack, and
* Participate on drug manufacturing process planning and packaging, and cooperate with the Buyer Planner department