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# Example of Operation Supervisor Job Description

Our innovative and growing company is hiring for an operation supervisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for operation supervisor

* Navigate around the local WMS (SAP) to ensure transactions and processes are completed in line with customer and KN requirements
* Maintain a clean, neat and orderly work area and inline with internal KN standards
* Work with on site customer representatives to ensure a smooth operation and to strengthen customer relation
* Organize and promote effective communication between the Operations Supervisor (dispatchers) and the sales team all employees
* Conducts routine inspections of each armory within assigned district (or as directed) to ensure adherence to current policies and procedures
* Ensure reconciliation of credit cards, travel documents, invoices, as outlined in policies and procedures
* Process, review and edit all FBGA Unit’s Readiness data and prepare briefing materials
* Conducts quarterly and annual ISR - Infrastructure inspections of all facilities assigned to LRC/Team LRC /FBGA required by IMCOM and HQDA
* Develop and organize the DSD department to ensure all functions are carried out appropriately
* Supervise DSD Route Operations Staff to include setting goals and monitoring deliveries

## Qualifications for operation supervisor

* Must have three (3) years supervisory experience
* SAP experience is preferred, typically in EWM
* Establish priorities, multi-task and detail oriented
* PC literate including Excel and Word
* Start up experience is highly favorable
* Experience with a High Tech customer and working environment is recommended