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# Example of Operation Supervisor Job Description

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

## Responsibilities for operation supervisor

* Prepare/plan for the order of inbound-outbound
* Quality control of inbound-outbound such as accuracy and time control
* Manage manpower to support all of the operation requirement
* Prepare the report of operation as requirement
* Well coordinate with the customer service team
* Monitoring and summarize the dialy inbound-outbound order
* Complete the assignment from site manager
* Familiar with warehouse daily operation and standard operation process and system operation(CIEL FW)
* To be responsible for general warehouse planning, including planning for warehouse function area allocation, product planning etc
* Cost control for warehouse operation include Equipment Maintenance /Material Procurement costs/ Manpower costs

## Qualifications for operation supervisor

* Adherence to Human Resource policies and procedures
* Associate’s Degree or higher in a technical discipline or equivalent experience
* Ability to perform well under stressful situations
* Willingness to apply for a secret clearance as soon as administratively feasible
* Requires exposure to moderate noise levels, vibrations and bright lights
* Bending, lifting, climbing, pushing, pulling, kneeling, sitting and standing for long periods of time