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# Example of Ops Supervisor Job Description

Our company is searching for experienced candidates for the position of ops 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 ops supervisor

* Facilitate the on boarding of new products and programs requiring integration into the Settlement accounting and/or reconciliation processes
* Identify gaps and/or research opportunities for existing negative flow processes
* Continually review business processes to create operational efficiencies by reducing technical debt and spearheading the inception of new tools, access, and/or processes
* Supervise employees, assigning job tasks as necessary for the movement of coke/coal and maintenance of the coke handling equipment and facilities
* Has understanding and grasp of environmental impact of petroleum coke/coal handling operations, do TCEQ sampling of discharge water and keep record to meet permit requirement
* Suggests changes in working conditions and use of equipment to increase efficiency of the terminal
* Maintains payroll and overtime documentation and works with the Admin
* Supervise up to 60 +/- employees in the bulk terminal car unloading facility and ship loading terminal by providing the overall direction, coordination, and evaluation of workers
* At the direction of the SRO and operations team operate in the operations field to carry out directions
* Complete validations of work order close outs

## Qualifications for ops supervisor

* 4+ years progressive accounting experience, preferably in financial services or related industry
* 2+ years experience managing a team or process
* Experience with a mid to large range enterprise accounting system, preferably DAX
* Intermediate competency in Excel
* Experience with SQL and an ability to query data strongly preferred
* In depth understanding of how reconciliation works in a high transactional volume, complex system and related best practices in order to advise improvements to the existing processes