Downloaded from <https://www.velvetjobs.com/job-descriptions/ops-supervisor>

# Example of Ops Supervisor Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of ops supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for ops supervisor

* Coordinates candidate interviewing process with hiring managers
* Ensures that new hire paperwork is completed to standard and entered into the POS system
* Schedules associate onboarding activities and follows-up to see that they are complete (e-forms, certifications, etc)
* Supports Sales Leadership Team (SLT) in scheduling monthly performance reviews and tracking completion compliance
* Works with selling and merchandising teams to understand each position and key competencies and to build rapport with associates
* Supports the Store Manager by entering specific components of the weekly schedule
* Manages all associate engagement and communication materials including store manuals, bulletin boards, and break rooms
* Executes all compliance and safety related activities including placement of current labor law compliance poster
* Reviews and audits terminated associate files to gain insight on the execution and administration of final pay and termination with reference to state-specific policy
* Reviews and maintains associate files to ensure compliance

## Qualifications for ops supervisor

* Must be familiar with and or able to implement Company safety policies and procedures
* Must have excellent PC skills and be proficient with applicable software applications
* Knowledge of PLC’s and PLC programming, electrical systems, pumps, engines, motors, valves
* Must possess knowledge of DOT – PHMSA regulations including understanding of operator qualifications requirements
* Bachelor's Degree and 4 years' demonstrated leadership experience in safety, supervisory, or lead role is preferred
* An equivalent combination of experience and education may be considered