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# Example of PM Supervisor Job Description

Our innovative and growing company is searching for experienced candidates for the position of PM supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for PM supervisor

* Conduct and document new employee orientation and training
* Perform employee timekeeping functions
* Implement various programs and initiatives pertaining to process improvement and ongoing operations
* Implement various programs and initiatives pertaining to process improvement
* Order and stock custodial supplies
* Participate in various meetings with peers and management
* Assist custodial staff with daily delivery of custodial services
* Provide event support, snow removal, and after hours emergency response services both within the hours of the normal work schedule after hours and on weekends when necessary
* Ocedures
* Develop skills set in JD Edwards regarding Work Order management, Inventory Management, Bill of Lading creation for Finished Goods, Maintenance requests

## Qualifications for PM supervisor

* Must have excellent multi-tasking, analytical and communication skills
* Must have mechanical knowledge of machines, equipment, and tools, including their design, uses, repair, and maintenance
* Assists in hiring, orienting, training and evaluating staff
* Knowledge of conference service equipment, set-up styles, and audio-visual equipment preferred
* Data processing and analysis (pareto, pivot tables, probability distribution)
* Must have experience working in Housekeeping or Rooms Division