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

# Example of Senior Supervisor Job Description

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

## Responsibilities for senior supervisor

* Study the trends, monthly financial statement analysis of variances, and ensure operations are recorded appropriately
* Assist with annual external financial and internal audit examination
* Complete requested materials
* Assist in preparing assigned schedules for the annual and interim audit
* Giving agents, supervisors and team leads input/feedback for coaching and reviews
* Manage relationship(s) with wholesale accounts(s)
* Work with Group Sales Managers and directly with Group meeting planners to organize and execute small group bookings
* Market Metrix – follow-up on escalated surveys
* Backup Reservation Manager, Supervisors and Lead Agents as needed
* Record phone volume reports for future reference

## Qualifications for senior supervisor

* Extensive VFX Supervision and production experience from pre-production to shooting to post
* In a facility, on-set, facing the clients and ideally experienced working on client/studio side
* Lot’s of experience working with independent producers and film makers
* An individual who works hard with clients to achieve the biggest effect for often small budgets
* Experience with Month-end Accounting closes and Account analysis
* Solid analytical review skills