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# Example of Service Supervisor Job Description

Our innovative and growing company is looking to fill the role of service supervisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for service supervisor

* Coordinate new process or labeler installations to be completed on time and within budget
* Create an overhaul schedule annually and ensure a historical service record is maintained for each asset
* Ensure process/labeler problems or customer breakdowns are addressed immediately and I have followed up within one business day
* Keep detailed records of chemicals used by leased process packinghouses
* Talk with the Technical Process Advisor daily to get customer feedback on Service department performance
* Responsible for providing effective leadership and supervision in the use of equipment and materials in satisfying all job requirements
* Work closely with the customer /operational support groups (sales, engineering, maintenance, facilities, and safety)
* Supervises from 3 – 30 employees on the jobsite dependent on the type of service offered
* Ensure assigned personnel complete document pre-trip/post-trip inspections and all equipment is ready
* Conduct pre-job safety meetings with personnel prior to leaving facility

## Qualifications for service supervisor

* OHardware labs management (Bio-Medical, Mechanical or Electronics
* Field experience is preferred
* Candidates must have excellent communication skills and able to work in a highly team-oriented and dynamic environment
* This role will report into a Senior Service Supervisor at the Everett location
* Minimum 3+ years’ related industry experience required
* Knowledge of chemical handling and processing