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# Example of Service Supervisor Job Description

Our company is looking for a service 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 service supervisor

* Profoundly understand training plan and positively join in training plan
* Organize and coordinate first service of new account
* Actively participate in extra sales activities
* Assist district manager in warehouse management, keep contact with account by phone to ensure service quality
* Understand and assist district manager in file management
* Profoundly understand service standardized flow of company and track quality assurance
* This position will supervise the in-shop technicians on the second shift in Omaha
* The hours for this position are 11am-8pm, Monday-Friday
* Promote and comply with the Lumwana Mining Company Occupational Health & Safety Policy
* Assist in monitoring and report on the condition of equipment

## Qualifications for service supervisor

* Minimum of three to five years year related experience
* Must have excellent written and verbal communication skills with both internal and external customers
* Red Seal Heavy Equipment Technician Certificate or equivalent considered an asset
* Minimum of 3 years supervisory experience in heavy equipment ,mining or related
* Strong computer and administrative skills
* Proven diagnostic skills