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# Example of Supervisor, Operations Job Description

Our company is growing rapidly and is looking to fill the role of supervisor, operations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for supervisor, operations

* Is open to weekend work, if required
* Ensures compliance of all federal, state and company regulations
* Supervise and perform personnel-related matters for one Lead/Billing Accounting Specialist, eight Remittance Processors and five Data Control Clerks
* Manage and approve time off for staff in accordance with University and department policies while ensuring adequate coverage for the office with focus on high volume times (month/year end)
* Maintain time reporting and attendance records for staff
* Document and address disciplinary issues with employees
* Responsible for leading monthly team staff meetings and distributing meeting minutes
* Assist manager with action planning for Employee Survey results
* Meet with staff one-on-one on a scheduled basis and as needed for special circumstances/situations
* Interview and make recommendations for new hires

## Qualifications for supervisor, operations

* Previous experience working within perishables industry in high-volume
* 2+ years of supervisory experience preferably in transportation, and/or logistics services
* 2+ years’ experience as an Operations Supervisor in a high-tech or manufacturing company
* 5+ years of work experience in a materials supply or manufacturing environment working directly with hazardous materials
* Display aptitude for controlling abnormal situations and coordinating problem solving actions
* Work experience in a semiconductor, chemical or industrial gas environment