Example of Area Supervisor Job Description

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Our innovative and growing company is hiring for an area 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 area supervisor

- Weekly cleaning Audits
- Supporting the area manager
- Leads and directs team efforts performs work provided in SOW related to customer requirements
- Coaches and motivates team members to successfully perform job requirements and to meet / exceed goals and objectives
- Management of open order status reports, customer, metrics and department reports, and SOP/SOW maintenance
- Provides training and development back-up to associates to perform required tasks
- Performs administrative duties such as associate performance appraisals, succession planning, time card review, vacation scheduling
- Acts as a liaison between customer, VWR services and VWR sales
- Brings Value to the customer from personal development in the industry
- Oversee and support all Red table City of Edmonton sites in the portfolio

Qualifications for area supervisor

- Knowledge of Information Access and ERP Systems
- Must be flexible, adaptable, and multi-task oriented
- Spill containment , IATA, DOT, IMDG and Hazwoper training a plus
- GMP and GLP training a plus