



Example of Department Supervisor Job Description

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Our company is growing rapidly and is looking to fill the role of department 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 department supervisor

- Assist in employee relations (training, hiring, appraisals, discipline, promotions)
- Help conduct acclimation and other animal training (tunnel training, pole and collar, and transfer boxes)
- Develop, train, and mentor the Prototype team, orientation and training of Production Artists, Line Coordinators, Graphic Artists, Interns and Temporary Employees
- Select, assign, instruct and evaluate coatings personnel
- Monitor work processes and products to ensure quality, safety and cost containment standards are maintained
- Review specifications on products and ensures material preparation and application techniques meet requirements
- Maintain and check all records and date related accurately to department administration, applications processes and product specifications
- Manage and/or repair all related equipment
- Ensures associates are trained in all safety metrics, following proper LOTO guidelines
- Coordinates and oversees necessary training of operators, signing off on level advancement

Qualifications for department supervisor

- Supervises daily activity of hourly associates
- Identifying and reading reports, tickets and UPC
- Selling Skills – Promotes products and services using Greet-Qualify-Recommend-Close, resolves customers concerns
- Must have 2+ years experience in a Enrichment or behavior role
- Must have relevant supervisory experience