



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. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for department supervisor

- To participate in the implementation of new assay validations, instruments, and equipment according to SOPs
- Previous experience as a senior technician or laboratory manager is a must
- Molecular Biology experience preferred
- Must have knowledge and experience working in an ISO15189 and/or CAP environment
- Fluent in French and English is a must
- Manages all aspects of admissions personnel issues, such as hiring, training, performance evaluations, professional development, and termination
- Assists Nurse Manager in coordinating teaching sessions for nurse clinicians
- Interfaces with all department managers for understanding of new regulations and procedures
- Cross trains to cover in the Admissions, Forms Procurement and Receptionist roles
- Hire, train, discipline, and review staff members in the Dispatch and Title areas

Qualifications for department supervisor

- Expertise in leading teams remotely and guiding outsourcing partners
- Demonstrate ability to communicate stylistic concepts and ideas verbally and visually
- Lead, coach and support a team of 5-6 Graphic Designers

- Responsible for overseeing the process of creating custom colours as required, development and testing of new uniform designs, complex logos
- Work with Merchandising and Graphic Designers to oversee the creation of bi-annual team catalogues and ensure deadlines are met