



# Example of Department Supervisor Job Description

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

## Responsibilities for department supervisor

- Under the direction of the assigned Department Manager, may participate and contribute in perform supervisory responsibilities to include hiring decisions, performance management input, decisions and execution, and approval of overtime and time cards
- Project management, employee development, discipline, other transactional duties associated with this role
- Ensuring the successful opening of the store through posting the store break schedule, conducting the 5 minute meeting and communicating the priorities of the day and preparing the registers for business
- Ensuring the proper closing of the store through delegating the closing responsibilities to the closing team, following up to ensure the tasks were completed adequately, accurately finalizing the accounting (ESA) process, making sure the team punches out and leaves safely and arming the stores security system
- Direct responsibility for specific areas and departments in the store as assigned by the General Manager
- Manage activities and the achievement of sales and customer service goals for the store or a major product or operational category within the store
- Troubleshoot and resolve routine operational issues independently and collaborate with manger on more complex issues
- Forecast, budget, and plan for area of responsibility to ensure the store meets business goals
- Manage and approve merchandise processing and procedures

participates in Human Resources investigations as required

## Qualifications for department supervisor

- Document and review with the Production Manager and the onsite HR Manager any employee conduct problems for possible disciplinary action
- Other duties as required and directed by the Production Manager
- Expert knowledge of Adobe Illustrator, Photoshop and InDesign working on a Mac platform
- Willingness to learn and adapt quickly, working in a fast-paced environment
- Knowledge of sublimation printing process and web development is an asset
- Previous supervisor/management experience is also an asset