



Example of Group Supervisor Job Description

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Our growing company is hiring for a group supervisor. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for group supervisor

- Evaluate new tax programs and tax work flow options
- Establish priorities, delegate work and hold self and team accountable for attaining high quality results and achieving Service Level Agreements (SLA)
- Develops and conducts training initiatives and provides support for various mortgage servicing software
- Ensures the compliance of work performed within the laboratory working with manager to meet the financial goals of the organization
- Oversees daily team and individual performance statistics and assists with extrapolation of data from system applications to develop reports regarding productivity trends
- Select and place all visual elements of the project, including type, illustration, and photography necessary to produce the intended image
- Supervise art direction and act as an advisor to junior art staff
- Maintain awareness of budget requirements and ensure the best visualization of the product while staying within the budget
- Maintain awareness of issues in day-to-day functioning of team dynamics
- Work closely with Copy and Account Services as a cohesive team player to ensure that strategic goals and objectives are met

Qualifications for group supervisor

- Proficient with Microsoft Office Products, including Word, Excel, Powerpoint
- Knowledge of Visual Basic or other programming languages preferred
- Knowledge of SQL language preferred

- Prepare new business presentation work as required
- 5+ years of agency experience (history in healthcare is a plus but not necessary)