



Example of Group Supervisor Job Description

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Our company is looking to fill the role of group supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for group supervisor

- Establish and manage media budgets
- Conducts daily and weekly safety inspection and training to ensure departmental operations and personnel are in compliance with OSHA and corporate safety guidelines
- Educates Team Leaders and Team Members on Safety Policy and Procedure
- Investigates, reports and communicates all accidents, injuries and/or illnesses and near misses
- Mentors Team Leaders in problem solving, including the creation and maintenance of accident/countermeasure charts
- Observes Team Members' techniques as they perform the job functions and coaches Team Leader counter measuring of any awkward or unnecessary movements
- Creates and maintains a safe work environment
- Shares responsibility and accountability for quality of product and service level with direct reports
- Participates in the hiring and selection process to fill open positions
- Maintains and supports ongoing training programs

Qualifications for group supervisor

- Presents a strong design portfolio showcasing a variety of projects, including multi-channel integrated campaign solutions but not limited to print,

- Passionate about design, is self-motivated, and is quick to meet challenges with strategic thought
- Experience with strategic brainstorming and campaign development
- Regarded as the creative thought leader when participating in internal and external meetings and reviews
- At least 8 years of increasing the majority of which should be in professional pharmaceutical advertising or pharmaceutical brand marketing and/or sales (client side)
- BA degree and 6-10 years' work experience in healthcare marketing environment