



# Example of Group Supervisor Job Description

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Our innovative and growing company is searching for experienced candidates for the position of group supervisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for group supervisor

- Conducts HSE audits and risk assessments in his/her area
- Conducts structured interviews for potential candidates
- Administers Talent Acquisition System
- Tracks Talent Scout submissions and cheque request, follow up on inquiries
- Tracks and run monthly reports (visa's, length of service, source, number of offers ect...)
- Responsible for weekly visa meetings, responsible to provide accurate and correct information relevant to visa and PNP inquiries
- The incumbent observes and instructs personnel in safe work practices and enforces company rules and regulations when necessary
- Monitors hourly performance metrics
- Oversee shift safety meetings
- Development of team leads

## Qualifications for group supervisor

- Ability to build and sustain trust and credibility with internal teams and senior agency staff
- Build constructive relationships to foster strong team orientation and collaboration of strengths and cross-functional thinking
- At least 8 years of increasing responsibility, the majority of which should be in professional pharmaceutical advertising
- Bachelor's degree in business or technical field required with 3-5 years

- Candidates with agency, journalism, science, creative writing, medical education, or other experience are all encouraged to apply
- Able to lead a union workforce to accomplish tasks in a time constrained environment