



Example of Instrument Supervisor Job Description

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Our innovative and growing company is searching for experienced candidates for the position of instrument supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for instrument supervisor

- Participate in development of as-built drawings/documentation
- Prepare Punch list for finished work prior to hand over to client by contractor by paying special attention to all EHV equipment including Quality checks
- Works closely with other client Construction Supervisors (Mechanical / Arch)
- Report to client Senior Construction Supervisor on main issues, events at site, progress reporting, trends and recommendation for improvement
- Accountable for supervising contractor's work that is in progress, inspecting work, reporting problems and preventing accidents occurring as a result of negligence, by enforcing QP safety standards on the work site
- Implement material management and distribution policies, standard
- Monitor the delivery scheme for raw materials
- Investigate and submit purchase orders to management
- Keep track of inventories (raw materials, intermediates and finished products), and ensures the material is available when needs
- Follow up the process of warehousing of finished goods from factory, fill orders, ships and delivers merchandise to sale warehouse, wholesale or retail outlets and customer

Qualifications for instrument supervisor

- Cooperate with relevant department to arrange the raw material inventory, inventory levels and delivery times, and establishes alignment with the other supply chain partner

- Prepare periodical reports on material status and statistics
- Analyze changes in the inventory of material and finished goods, and makes recommendation as appropriate
- Confer with subordinates to resolve procedural problems
- Effective communication and collaborate with Senior Management and internal/external stakeholders