



Example of Operations Supervisor Job Description

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Our company is growing rapidly and is looking to fill the role of operations 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 operations supervisor

- Generate new customers, through company generated lists and warm leads
- Generate leads for FTD's technology platform
- Maintain a high level of customer service with our floral members
- Provide hands-on supervision and assist with the management of the day-to-day operation of the facility, including manufacturing of specialty perishable products, enrobing operations, inventory control, sorting and quality control, staffing, and some personnel related issues, budget planning and safety
- Supervising receiving function to ensure timely and accurate receipt of inbound product
- Ensure accurate and on-time fulfillment of all customer orders
- Supervise and train the GF Team to optimize productivity and promote growth
- Maintain precise inventory and work closely with planning function to ensure adequate supplies are available
- Ensure all quality processes are adhered to and all facility personnel are well-trained in all quality control procedures
- Work with manager to plan production capacity and staffing levels

Qualifications for operations supervisor

- Must be able to use good judgment independently in responding to unusual demands or situations
- Has the ability to communicate and demonstrate an in-depth understanding

- 2+ years of supervisory experience in transportation, and/or logistics services
- Knowledge of DOT requirements for commercial vehicles
- Experience working in the waste management industry preferred