



Example of Regional Supervisor Job Description

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Our company is growing rapidly and is looking to fill the role of regional supervisor. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for regional supervisor

- Assure that each on-site Management Office is properly equipped for the operational functions required
- Assist in developing each property's operation budget
- Review, understand, analyze and make recommendations for vendor contracts prior to final approval by Vice President of Property Management
- On weekly and periodic inspections, review in detail the physical property's curb appeal, common areas, vacant apartments, and note any deferred maintenance items for subsequent follow-up with the corporate Maintenance Supervisor
- Communicate with owners, Asset Managers and Corporate Personnel as required, adequately document commitments, approvals for the property's files
- Develop capital projects schedules and interviews project teams to validate project scope inclusion in schedule
- Responsible for ensuring and the development of project controls tools, policies and procedures
- Provides regional supervisory direction to the regional project Control specialist to ensure a consistent approach that aligns with the overall Project Controls strategies and goals
- Direct the activities of Sales Representatives in the assigned sales area
- Manage the timekeeping process for assigned sales representatives

Qualifications for regional supervisor

- Experience in customer culture preferred
- Undergraduate degree in business or supply chain preferred, plus five(5) years of distribution, supply chain required
- Solid experience in developing and documenting processes, and procedures
- Familiar with BMC Footprints Services Core (ITSM and ITAM)
- Good knowledge with Call Center Management tools