



Example of Regional Supervisor Job Description

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

Responsibilities for regional supervisor

- Responsible for maintaining a safe, compliant and efficient workplace in the facilities to which they are assigned
- Reports directly to and collaborates with the Materials Manager to develop regional work plans and set performance goals
- Creates and manages work schedules
- Collaborates with maintenance/operations leadership, buyers and planners to proactively understand and manage support requirements
- Collaborates with the Materials Manager and Asset Recovery Specialist to ensure timely disposition of surplus materials
- Provides back-fill for regional warehouse personnel during absences as required
- Identifies opportunities and executes on plans to improve overall warehouse operations and customer service levels
- Leverages and promotes the use of continuous process improvement (Lean Six/Sigma) tools such as 5S and Standard Work to drive increased standardization and efficiency
- Updates, analyzes and communicates performance to plan metrics (KPIs) to the management team
- Act as project manager for analysis and adjustment of compensation plans and programs for the business units of the cluster and complete annual compensation survey benchmarking with market survey

Qualifications for regional supervisor

- Knowledge of Asian languages, such as Chinese, Korean and Japanese is definitely an advantage
- Solid experience with ITIL processes with a minimum of an ITIL Foundations Certification, ITIL Intermediate is preferred
- Certified MCP, MOS is preferred
- Some travel may require
- 5 years of business experience around credit and collections and customer processes, with no less than 3 years of supervisory experience of 2 or more persons