



# Example of Reporting Supervisor Job Description

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Our company is searching for experienced candidates for the position of reporting 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 reporting supervisor

- Organises and helps run monthly toolbox meetings
- Monitors levels of non-inventory shop items bolts, tubing and ensures sufficient stock exists to complete jobs on time
- Provides feedback to the Operations Manager on the performance of the Production Technicians for performance & salary review purposes
- Acts as a resource and first-level supervisor for Production Technicians in dealing with issues (including inter-personal issues) that may arise
- Responsible for supervising and monitoring the work of any temporary staff brought in during peak periods
- Manage staffing in the area of Investor Reporting including all HR related activities such as
- Monitor monthly reporting to Fannie Mae, Freddie Mac, and private investors
- Review investor remittance for accuracy and timeliness to avoid penalties
- Reconcile and audit reporting files and all accounts, outstanding balances, statements and accounts as required
- Process advances requests on subserviced pools from servicers

## Qualifications for reporting supervisor

- Must have knowledge of Transact-SQL and PL/SQL
- Strong documentation skills (MS Word, MS PowerPoint, Visio)
- Solid understanding of security call centre operations, alarm management and security manpower deployment in a complex, fast paced, high demand

- Proven ability to accurately and effectively manage crisis and emergency incidents with a sense of urgency using sound decision-making and judgement skills
- Excellent customer service skills and phone demeanour
- Self-starter with a high degree of initiative and the ability to manage deadlines