



# Example of Reporting Supervisor Job Description

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

## Responsibilities for reporting supervisor

- Provides management staff with up-to-date program statistics
- Provides contractually required monthly and quarterly project status reports for corporate, the project, and the state
- Ensures accuracy and timeliness of reports in compliance with contract and project requirements
- Participate in program expansion planning and implementation
- Provides direct supervision to associates including hiring, training and reviewing
- Forward requests for technical assistance to the appropriate personnel and follow up to ensure a response is issued to the customer
- Prepare and issue quotes for service labour and parts as requested by customers
- Maintain, organize and update the department's files and file management system
- Utilize Microsoft AX ERP system for data entry, reporting, tracking and other administrative functions
- Conduct preliminary problem solving to identify required course of action

## Qualifications for reporting supervisor

- Ability to analyze trends and provide commentary and recommendations on a timely basis
- Minimum 5+ years external reporting experience in industry or public

- Hold team and others accountable for expected quality and accuracy within the payroll reporting process
- Develop action plans with timelines in order to implement strategy
- Experience as Team Lead/Lead hand in a workshop or production setting
- Willingness to wear PPE as required