



# Example of Research Supervisor Job Description

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Our company is looking for a research 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 research supervisor

- Conducting systematic audits of research studies and/or databases to ensure that data collected has no typographical errors, is consistent with source documents, and is in compliance with external sponsor/regulatory requirements
- Facilitating weekly team meetings and other PI/ service-specific meetings as needed
- Holding regular RSA one-on-one meetings.
- Generating reports (e.g., DSMC, toxicities, minimal data set, CPR) and performing advanced queries for Principal Investigators, the IRB, sponsoring agencies, and management
- Reviewing violations, deviations, serious adverse event reports, and regulatory submissions
- Supervises/directs daily operations of subordinates to complete assignments using established guidelines, procedures and policies
- Technically proficient in the specific departments
- Provides subordinates with developmental feedback during the year formal feedback through the annual performance evaluation process
- Presentation of research findings at internal and external meetings, incl
- Support strategic brand communication planning through insights on brand strengths, weaknesses and consumer perception of key brand attributes

## Qualifications for research supervisor

- Proven (10 years) shop floor manufacturing experience with an understanding of multi-axis CNC programming the operation of manual and CNC machining equipment, welding, hand finishing, additive manufacturing processes and the use of basic inspection methods
- 5 to 7 years of experience leading complex initiatives from initiation to completion with a group of skilled machinists in a job shop/one off/prototype manufacturing environment and a proven management ability including developing, teaching, coaching, team building and driving accountability
- Demonstrated ability to drive productivity and influence others in a shop floor environment while accommodating changes in priorities on short notice
- Capable of reading engineering prints and assessing fits, tolerances and manufacturability of any design
- Must be challenged by a team-based environment which places a high degree of emphasis on accountability for customer service level and quality