



# Example of Section Supervisor Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of section 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 section supervisor

- Continuously inspect rooms for cleanliness, making sure standards are met, correcting deficiencies prior to the room being occupied
- Continuously check linen and supply rooms, maid carts and all equipment used by GRA's, housepersons and shampoo persons
- Under the general direction of the Laboratory Director, the Blood Bank Supervisor coordinates the work performed in the blood bank department
- The supervisor maintains procedure manuals and implements new procedures according to the guidelines of the regulatory agencies
- Supervises and participates in the evaluation of technical staff and students assigned to their respective area
- Reviews quality control and quality assurance activities for the section
- The Blood Bank supervisor resolves equipment and procedure problems with service and technical representatives
- Ensures an appropriate inventory of reagents and supplies
- Recommends disciplinary actions and training protocols for employees
- Minimum of three years experience in the section supervised

## Qualifications for section supervisor

- Ownership of change management and any A3 / projects
- Prior experience with project management in a manufacturing environment preferred

hire

- Seven years directly related work experience to include Basic Issue Items and Components of End Items
- Certificate from a vocational school or other recognized source with a major study in Material Accounting/Inventory Methods or related field
- Managing / leading teams of 30+ personnel