



Example of Section Supervisor Job Description

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Our company is hiring for a section supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for section supervisor

- Implement safety, quality and good housekeeping standards
- Support and implement Lean 6 initiatives through Continuous Improvements
- Justifies overtime in writing within three working days
- Schedules staff, monitors and maintains budgeted hours including overtime
- Constantly reviews and improves systems for increased efficiency and eliminates rework and waste
- Establishes department standards of excellence
- Participates in and contributes toward RCL and University committees, meetings and events
- Maintains professional collaborations with RCL colleagues and beyond
- Two years of experience in assigned department is required
- Must possess a Florida AHCA license as a Medical Technologist or Supervisor

Qualifications for section supervisor

- Weekly dashboard presentation to include the above
- Accountable for long term strategy and goal planning
- Minimum of 2 years experience in the ambulatory medical setting is required
- Urgent Care or Emergency Department experience preferred
- Ability to work the "bench" when necessary
- Communication, technical and organizational skills