



# Example of Senior Supervisor Job Description

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Our growing company is looking to fill the role of senior supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for senior supervisor

- Carrying out independent checks of ESS for consistency and accuracy, PMDS downloads and assess arisings, and independent checks as and when called up on individual aircraft systems
- Supporting the AGF AMM in addressing any QA or higher HQ reports including investigations, supporting the 'spot it report it' programme
- Promote and support the use of TERs within the organisation, supporting the FOD programme
- Liaising with the training department and co-ordinate RSAF consolidation training within his trade, and completing EPDRs for his direct reports
- Ensuring personal standards are maintained and adherence to the CoC and RBC by his assigned manpower
- Support aircrew debriefings, monitor aircraft for repeat or recurring defects and previous maintenance actions already taken
- Review delinquencies, past due maturities, largest borrowers over \$10MM, upcoming maturities
- Supervise the process of quarterly review of PLRs (Special Mention and Substandard loans
- Reduce NPLs and Charge offs
- Appropriately responds to collateral exam issues and offers constructive advice, remedies and solutions as required

## Qualifications for senior supervisor

- Must be proficient using common software (MS Word, Excel, Power Point, Project)
- Familiarity with Quality Systems (e.g., AS9100, ISO 9001, ), Lean Manufacturing, Manufacturing Process Control, Six Sigma, and Root Cause Corrective Actions (RCCA) (8D)
- Typically 5+ years working experience in an electrical/electronic or mechanical production, manufacturing engineering or quality field
- Consistently driving Continuous Improvement activity throughout the facility
- Acting as a liaison between the department and other departments, or business units, in the organization
- Performing schedule adherence monitoring and make necessary adjustments due to downtime, inventory, demand, and projection fluctuations