



Example of Supervisor, Operations Job Description

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Our company is growing rapidly and is looking to fill the role of supervisor, operations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for supervisor, operations

- Is open to weekend work, if required
- Ensures compliance of all federal, state and company regulations
- Supervise and perform personnel-related matters for one Lead/Billing Accounting Specialist, eight Remittance Processors and five Data Control Clerks
- Manage and approve time off for staff in accordance with University and department policies while ensuring adequate coverage for the office with focus on high volume times (month/year end)
- Maintain time reporting and attendance records for staff
- Document and address disciplinary issues with employees
- Responsible for leading monthly team staff meetings and distributing meeting minutes
- Assist manager with action planning for Employee Survey results
- Meet with staff one-on-one on a scheduled basis and as needed for special circumstances/situations
- Interview and make recommendations for new hires

Qualifications for supervisor, operations

- Previous experience working within perishables industry in high-volume
- 2+ years of supervisory experience preferably in transportation, and/or logistics services
- 2+ years' experience as an Operations Supervisor in a high-tech or

- 5+ years of work experience in a materials supply or manufacturing environment working directly with hazardous materials
- Display aptitude for controlling abnormal situations and coordinating problem solving actions
- Work experience in a semiconductor, chemical or industrial gas environment