



Example of Training Supervisor Job Description

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Our growing company is hiring for a training supervisor. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for training supervisor

- Responsible for management and procurement of Field Safety inventory
- Participates in Science Proposal Review as required
- May act as implementer for individual science groups
- Interacts directly with National Science Foundation, ASC Station Management, AntNZ, military and other agency officials, both over the telephone and in person, in a professional and tactful manner
- Actively assists and fosters close working relationship with SAR Supervisor & Field Support Supervisor
- Initiate, oversee and maintain recruitment advertising
- Maintain current applications, new hire packets, training and personnel files
- Maintain Application Flow Log
- Schedule and perform interviews with applicants
- Administer pre-employment drug and BOSS tests and background checks

Qualifications for training supervisor

- 30% of work is accomplished outside or in a vehicle
- You possess a minimum of ten (10) years of experience in rail operations
- Excellent interpersonal and organizational skills excellent verbal and written communications skills required
- Designation in leadership / personality assessment tool such as Predictive Index, Myers-Briggs, 360, Talent View, preferred
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions

