

Supervisor

Job Title:	Supervisor	Company Job Code:
FLSA Status:	Division/Department
EEO Code:	Reports to:	Manager
Salary Grade/Band:	Last Revision Date:

SUMMARY

Coordinate department activities and special projects. Supervise staff in accordance with company policies and procedures.

PRIMARY RESPONSIBILITIES

1. Coordinate department activities and special projects to ensure quality and meet timetables.
2. Evaluate department processes. Recommend and coordinate needed changes based on process analysis.
3. Direct staff in the development, analysis, and preparation of reports.
4. Supervise staff in accordance with company policies and procedures.
5. Assist staff to resolve complex or out of policy operation problems.
6. Conduct interviews, hire new staff, and provide employee orientation.
7. Coach and provide career development advice to staff.
8. Establish employee goals and conduct employee performance reviews.
9. Responsible for staff scheduling to include: work assignments/rotations, employee training, employee vacations, employee breaks, overtime assignment, back-up for absent employees, and shift rotations.
10. Coordinate with Human Resources for appropriate staffing levels.
11. Schedule and conduct staff meetings.
12. Responsible to meet department productivity and quality goals.
13. Communicate with other Supervisors and Managers.
14. Serve on committees and teams as department representative.
15. Complete human resource paperwork.
16. Other duties as assigned.

ADDITIONAL RESPONSIBILITIES

1. Approve staff expense reports.
2. Approve and coordinate telecommuting arrangements.

KNOWLEDGE AND SKILL REQUIREMENTS

1. Basic reading, writing, and arithmetic skills required. This is normally acquired through a high school diploma or equivalent.
2. Knowledge of office processes, procedures, and technology. This is normally acquired through three to five years of office experience.

WORKING CONDITIONS

Working conditions are normal for an office environment.

SOURCE: hrVillage.com