



Job Title: Operations Supervisor, Branch Office

Department: Operations

Reports to: Vice President

ESSENTIAL FUNCTIONS:

1. Develops among assigned personnel a consciousness for the need for team work to attain department objectives.
2. Reviews daily production schedule for the department to plan work and personnel assignments
3. Supervises and directs personnel in performing operations according to sound operating principles and company policies and procedures.
4. Reports promptly to department managers and production planning department when delays occur, estimates time of delay and when operations will be resumed.
5. With department manager and appropriate staff personnel, studies operations where cost standards are not being met to determine causes and apply corrective measures.
6. Interviews applicants for department jobs and recommends candidates to department manager for hiring.

JOB QUALIFICATIONS:

1. Strong personal leadership and communications abilities.