

Operations Supervisor Job Profile

Department: _____

Reports To: _____

Job Grade: _____

Job Purpose

Describe the overall objectives and purpose of the Operations Supervisor role. (e.g., To oversee daily operations and manage staff to ensure efficient service and high standards of productivity.)

Key Responsibilities

- Supervise and coordinate day-to-day operational activities.
- Monitor staff performance and provide guidance and support.
- Ensure compliance with company policies and regulations.
- Prepare operational reports and recommend improvements.
- Oversee scheduling, training, and resource allocation.
- Maintain safety and quality standards.

Requirements

- Bachelorâ€™s degree or equivalent experience (field-specific if required).
- Prior supervisory experience preferred.
- Strong organizational and leadership skills.
- Excellent communication and problem-solving abilities.
- Proficient in MS Office and relevant operational software.

Key Competencies

- Leadership
- Attention to Detail
- Decision Making
- Teamwork
- Time Management
- Adaptability

Working Conditions

Provide a brief description of the work environment, hours, travel requirements, and physical demands if applicable.

Signatures

Employee: _____ Date: _____

Supervisor: _____ Date: _____