

General Supervisor

Job Summary:

The General Supervisor will oversee departmental supervisors and the quality of work performed by their departments.

Supervisory Responsibilities:

- Organizes and oversees the schedules and work of department supervisors as assigned.
- Ensures supervisors manage their departments efficiently and in accordance with departmental goals.
- Conducts performance evaluations that are timely and constructive.
- Handles discipline and termination of employees as needed and in accordance with company policy.

Duties/Responsibilities:

- Coordinates with supervisors to establish goals and criteria to be used in performance evaluations for assigned staff.
- Ensures each department has appropriate staff to meet objectives.
- Assists departmental supervisors with preparing schedules.
- Assists with preparation of budgets for assigned departments.
- Keeps and maintains appropriate production and employee records.
- Ensures that assigned departments comply with company policies and safety standards.
- Coordinates with human resources to respond to employee concerns or complaints.
- Performs other related duties as required.

Required Skills/Abilities:

- Excellent managerial and supervisory skills.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail.

Education and Experience:

- High school diploma or equivalent required.
- Five years of related experience, with at least two years of supervisory experience, required.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to traverse the entire facility.
- Must be able to lift up to 15 pounds at times.