

Assistant Office Supervisor

SUMMARY:

Assists in supervising and coordinating activities of workers in the organization offices

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Organizes, directs and controls activities of subordinate staff.
- Directs training or trains workers to operate computer and peripheral equipment by scheduling jobs, teaching them to resolve input/output problems with user departments, and maintain scheduled production.
- Prepares or reviews production, and operating; recommends changes in programs, routines, and quality control standards to improve office efficiency.
- Consults with others (Supervisor, vendors, experts, etc.) about problems such as equipment performance, output quality, and maintenance schedule, and coordinates flow of work between shifts to ensure continuity.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)