



JOB DESCRIPTION

Effective Date: 12 Dec 2012

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Ref #:

JOB TITLE	Labour Supervisor
DEPARTMENT	Facilities Management
REPORTS TO	HR Department

QUALIFICATION

- Quality management
- Supervision
- Staffing
- Performance management
- Fostering teamwork
- Self-development
- Giving feedback
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KEY RESPONSIBILITIES

Managing the workflow of their employees, creating team schedules and delegating tasks

Assessing the work performance of their employees and identifying areas that need improvement

Ensuring that business goals, deadlines and performance standards are met

Training and onboarding new hires to make sure they understand their roles

Setting goals for workers and making sure they comply with the company's plans and vision

Recommend new employees to the human resources team based on an assessment of their performance

Reporting performance records and evaluations to HR and senior management

ACKNOWLEDGEMENT

	Employee	Reporting Head
Name	Pankaj Kanti	Mr.Ahmed Elderiny
Signature		
Date	12 Dec 2012	12 Dec 2012