

JOB ORDER FORM

ORDER NUMBER: 38

DATE: 1/26/2012

JOB INFORMATION

Job Title: Supervisor

Minimum Age Required: 18 years

No. of Openings: 4 Full Time: X Part Time: Hours Per Week 40+

Days of Work: 5 days some weekends Hours of Work/Shift: various shifts

Position Permanent? yes If Temporary, What Is Duration?

Job Description/Summary: Supervise employees and maintain quality of product produced and the flow of product. Must be able to monitor labor cost, overtime, and figure time cards for hourly employees. Must be able to train and provide leadership to employees and be able to work well with other departments.

Skills and/or Experience Required: Ability to manage people, coordinate different activities among different departments at the same time and maintain a smooth product flow. Must be able to work in wet and cold environments and work as a team member.

Education Required (HS Diploma, GED, Degrees): High school diploma or equivalent and a minimum of two to three years supervising people or 4 year baccalaureate degree.

Salary & Benefits: Salary based on experience. Benefit package available.

How To Apply: Contact the Lenoir, Greene or Jones County Job Link Career Center.

(No re-hires)

Completed By: Victor Fields Date: 1/26/2012

Career Planning, Training and Placement Services

LENOIR COUNTY JOBLINK CAREER CENTER

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