

Supervisor

JOB DETAILS

This position requires supervising and coordinating the activities of production, operating workers, such as inspection of their daily activities and environment to ensure that everything is inline with the company's rule and regulations. This position reports to the manager on dialy basis and report to the CEO on weekly basis alongside the manager on matters concerning the growth of the company.

ABOUT COMPANY

CHB luxury collections limited, is a Leading supply store in beauty products such as: Nail products, manicure & pedicure products, eyelashes products, micro blading products/machines machine, hair

wax removal products, piercing & tattoo products, teeth whitening products, detoxification machine etc.

We deal on wholesales and retails both online and physical store and we follow the latest trends in the beauty industry.
(quality guarantee)

ROLE

Competencies (in order of importance)

- Dependability - Job requires being reliable, responsible, and dependable in fulfilling obligations.
- Leadership- the Job requires a willingness to lead, take charge, and offer opinions and direction.
- Self Control - Job requires maintaining composure, keeping emotions in check, controlling anger and avoid aggressive behavior, even in very difficult situations.

- Attention to details-job requires being careful about details and thorough in completing tasks.
- Stress tolerance-job requires accepting criticism and dealing Calmly and effectively high stress situations

KEY RESPONSIBILITIES

- To oversee the process of production and maintain same recipes so that all production taste remains same
- To ensure all pastries, foods and other products are brought out on time for daily sales
- It is very important that production environments should be clean at all times so therefore pre and after production there should be Thorough cleaning before the staffs exit for the day.
- Uniforms/work cloths, work space, tools and equipment must be clean at all times

- He/she will also be responsible to supervise the work of the cleaners to ensure that the environment is clean and presentable for customers arrival
- It is also bestowed upon the supervisor to ensure that there is production materials available for next day production before leaving the premises.
- Identify Defaulters and report them to the human resource department for query and deductions.
- Its important all staff is well dressed in their respective departments uniform daily,so the supervisor must ensure that.
- Loitering is not allowed in the premises so it imperative for the supervisor make sure that all staffs are at their working stations

at all times, if otherwise there must be a genuine reason.

- Work with HR to ensure all company's rules are kept and enforce punishment or deductions as at when due.
- Work with heads of departments to ensure all things are done properly in their sections.
- Must be present during morning checking of staffs & also closing hours.
 - To do administrative work along with production monitoring.
 - To be available for walk in customers complains and suggestions.
 - Plan and establish work schedules, assignments and production sequences
 - Occasionally required to work with the

staffs when they are dissatisfied with outcome of job done.

- inspect materials, products or equipments and detect defects, damage or malfunctions cause by staffs mishandling. An event where it is not reported and sited by the management, the supervisor will be liable for the repair or replacement.
- Ensure all skilled workers invited by the company for fixing or construction purposes completed there tasks on the agreed time.
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REQUIREMENTS

Previous leadership experience

Excellent communication skills

Eye for detail and accuracy.

Reliable, with high integrity and strong work ethic.

Ability to work as part of a team.

Professional appearance and attitude.

Computer literacy.

Proactive organizational skills.

High school diploma or BSC

Ability to keep a positive attitude in a fast-paced environment.

ADDITIONAL SKILLS

Ability to multitask, prioritize and manage time efficiently

Excellent interpersonal relationship building, teamwork, and employee coaching skills