

CAREER OPPORTUNITIES



TIM Prep Supervisor (Ref: TIMSPVR_1906)

A WORLD LEADER IN TESTING, INSPECTION & CERTIFICATION SERVICES

Bureau Veritas offers dynamic, exciting employment opportunities to play a vital role with a global organization. If you would enjoy working in a dynamic environment and are looking for an opportunity to become part of a stellar team of professionals, we invite you to apply today.

Position Summary

Reporting to the TIM Branch Manager, the TIM Prep Supervisor is responsible for overseeing sample prep employees and ensuring the effectiveness of the production processes, including the amount of work and the quality of work being done by the employees under their Supervision. The Prep Supervisor will also act as liaison between employees and Main Branch, such as announcing new company policies or changes in work procedures to employees under their supervision as well as reporting to the Branch Manager about employee problems or issues. This position also oversees employee scheduling and assists in both new hire selections and employee performance evaluations.

Duties and Responsibilities

- Supervises employees to ensure quality and production targets are met
- Set daily/shift schedules and plan on-the-job activities to maintain high level of productivity
- Monitor and guide staff as well as hold them accountable for their individual performances
- Oversee employee training, including new employees and upgrading current staff training
- Lead and develop staff, including assisting in the recruitment of new employees, evaluating performance, coaching and mentoring as well as enforcing disciplinary actions when required.
- Provide reporting to Manager on schedule, cost and any employee issues to meet production targets and maintain quality of work
- Assist in production whenever required
- Comply and ensure employee compliance with all company policies, Occupational Safety Regulations, laboratory safety procedures and requirements of applicable ISO Quality System SOPs
- Other duties as assigned from time to time

Skill, Education and Experience:

- Education must be a minimum of high school diploma (although university or technical diploma would be an asset)
- Experience should be a minimum of 5 years of working in production with a thorough understanding of most production procedures
- Excellent communication and interpersonal skills (able to deal with both internal and external issues tactfully and efficiently in a fast-paced dynamic environment)
- Strong organizing, leadership and time management skills
- Strong problem solving skills and excellent attention to details and workplace/work-related safety
- Able to work independently and as a part of a team

All interested candidates should forward both resume and cover letter by email, quoting reference TIMSPVR_1906 to: hrdept@ca.bureauveritas.com

Bureau Veritas is an equal opportunity employer

Candidates applying for Canadian job posting must be authorized to work in Canada.

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