

JFCS Employment Opportunity



JEWISH FAMILY AND CHILDREN'S SERVICE OF MINNEAPOLIS

Family Service Division

JVS Division

Worksite Supervisor

Full Time – 40 hours per week

Summary: The Worksite Supervisor reports to the JVS Worksites Coordinator. This position is responsible for the overall performance of the worksite. This includes ensuring the site is adequately staffed and that the staff is trained in accordance with customer demands. The worksite supervisor will also perform effective customer service and make sure that all production is completed within customer specifications. The supervisor will be responsible for working with the team to create production goals and standards.

Responsibilities:

- Perform training and supervisory duties for the worksite.
- Provide daily customer service to participant customer, acting as primary on-site representative of JVS.
- Work with staff and supervisors to complete a variety of production projects within stated production quotas and schedules.
- Maintain production and quality control records; provide required management and customer reports.
- Follow all safety regulations, notifying manager about any unsafe work practices or workplace hazards.

Requirements:

- Bachelor's degree in education, business, human services, or related field or equivalent experience.
- A minimum of one year related experience in an office with training and supervisory duties is required.
- Strong interpersonal and communication skills with the ability to interface at all levels.
- Strict attention to clerical detail and quality, office processes and customer service.
- Demonstrated organizational and follow-through skills.
- Ability to provide effective leadership and training to a diverse workforce, while balancing performance management with customer specifications.
- Must demonstrate sense of urgency meeting customer specifications.

Please submit cover letter and resume to Tammy Katz, Director of Human Resources. E-mail tkatz@jfcsmpls.org or fax to 952.546.1679. Please specify the position you are applying for.

For more information on this position, see www.jfcsmpls.org. AA/EEO