

Job Board Posting

Date Printed: 2024/05/06

Operations Supervisor

Job ID	DD61FD8D1610A	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=DD61FD8D1610A	
Company	Sumathipala Jayalathge Physiotherapy Professional Corporation	
Location	Virgil, Ontario	
Date Posted	From: 2022-07-16	To: 2023-01-12
Job	Type: Full-time	Category: Health Care
Job Start Date	Immediately	
Job Salary	\$27 Per Hour	
Languages	English	

Description

Oversee the efficiency of the operational process Research new methods to improve operations to meet the customer needs Create the team schedules and delegate tasks to the relevant employees to ensure the proper workflow Continuously monitor employee performance and identify areas which require improvement Assign tasks to the team, review the performance of the assigned tasks and ensure that the team members meet the deadlines of the assigned tasks Resolve work-related problems and prepare the required reports including progress reports Providing training and overseeing the orientation of new employees to enable the proper discharge of job duties, in accordance with the company policies and procedures

Experience

3 years to Less than 5 years

Education Requirements

College, CEGEP or other non- university certificate or diploma from a program of 1 year to 2 years or equivalent experience.

Work Environment

Effective interpersonal skills, Excellent oral communication, Excellent written communication, Flexibility, Initiative, Judgement, Organized, Reliability, Team player, knowledge in MS Excel, MS Outlook, MS PowerPoint, MS Word

Additional Skills

Ability to train workers in duties and policies, Prepare and submit reports, Resolve work related problems, Co-ordinate, assign and review work, Establish work schedules and procedures

How to Apply

Email Updated Resume to sjsportsclinic@outlook.com or Apply via this job posting