

Word Processing Supervisor

SUMMARY:

Responsible for the orderly, effective, and efficient operation of the word processing department.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Responsible for the hiring, firing, and evaluating the performance and recommending the salary adjustments for all employees assigned to the word processing department.
- Plans, organizes, and supervises all employees.
- Coordinates and assigns the work of all employees, including the scheduling, of clerical, secretarial, and data entry activities.
- Administers all performance evaluations, and based on evaluations, will sometimes coach and counsel employees as required to maintain high standards of performance.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)