

# Quality Control Supervisor Job Description

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- Read and evaluate comments from the quality manager before passing them on to other supervisors
- Examine the detailed quality plans and make any necessary modifications
- Supervise work of other supervisors and keep them up-to-date with their work with the aim that it is completed as per plan
- Participate in brainstorming to improve business operations or processes with other managers and employees
- Assist managers or teams who have a need for help or advice in answering questions about operational aspects of their businesses
- Listen to concerns from employees and managers with the aim of improving business operations or processes
- Assist managers and employees regarding compliance with company policies and procedures as well as regulatory requirements
- Encourage workers to suggest ways to make improvements in office operations
- Respond to issues brought up by workers and managers
- Assist with the hiring process, such as interviewing prospective workers, checking references, performing background checks, etc.
- Complete reports regarding projects or processes that were completed by other employees or teams
- Assist managers and employees with any issues they are having with their job duties, such as answering questions, giving advice, etc.
- Keep track of training records for new or current workers and make sure that they are up-to-date in terms of compliance with company policies and procedures
- Make sure that worker's training needs are being met.