

SUPERVISOR JOB VACANCY

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Company: Trattoria restaurant

Location: Nairobi

Category: management

DESCRIPTION:responsible for managing the workflow and training new hires on how they can best serve customers and teams of employees. They also create schedules that keep everyone busy with deadlines met to prevent gaps or downtime while giving direction and feedback about what needs improvement**RESPONSIBILITIES:** Set goals for performance and deadlines in ways that comply with company's plans and vision and communicate them to subordinates Organize workflow and ensure that employees understand their duties or delegated tasks Monitor employee productivity and provide constructive feedback and coaching Receive complaints and resolve problems Maintain timekeeping and personnel records Pass on information from upper management to employees and vice versa Prepare and submit performance reports Decide on reward and promotion based on performance Hire and train new employees Ensure adherence to legal and company policies and procedures and undertake disciplinary actions if the need arises **REQUIREMENTS AND SKILLS**Proven experience as supervisor or relevant role Familiarity with company policies and legal guidelines of the field Ability to learn a variety of job descriptions Excellent communication and interpersonal skills Outstanding organizational and leadership skills Good knowledge of MS Office Diploma/Certificate in first line management or relevant field High school diploma; in management and relevant discipline will be considered an advantage

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