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# operations supervisor

**Posted by:** Lathiya and Patel Dentistry Professional Corporation

**Location:** London

**Salary:** \$36 Per Hour

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## Job Details

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**Job ID**

NCJ5408808

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**Posting Date :** 05-Jul-2025

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**Expiry Date :** 01-Jan-2026

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**Education :** College/CEGEP

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**Language :** English

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**Vacancies :** 1

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**Years of Experience :** 1 year

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**Job Type :** Full Time

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## Job Description

### Tasks

Train workers in duties and policies

Prepare and submit reports

Ensure smooth operation of equipment

Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality

Co-ordinate, assign and review work

Requisition or order materials, equipment and supplies

Co-ordinate activities with other work units or departments

Offer mentoring

Consult with clients after sale to provide ongoing support

Establish work schedules and procedures

Review and examine insurance claims

## **Supervision**

5-10 people

## **Experience and specialization**

### **Computer and technology knowledge**

MS Excel

MS Outlook

MS PowerPoint

MS Word

## **Additional information**

### **Personal suitability**

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Flexibility

Organized

Reliability

Team player

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**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [lathiyaandpateldentistry@gmail.com](mailto:lathiyaandpateldentistry@gmail.com)**

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