

GENERAL DESCRIPTION

The **OnSite Supervisor** is responsible for maintaining on-going and professional relationship with Client Companies. This includes monitoring all aspects of Smart Staffing policy and procedures in accordance with and in addition to the standards of the client as it relates to its employees, vendors and clients

Provides the Smart Staffing office with administrative support during the day-to-day operations of the Smart Staffing office including but not limited to: data entry of hours/adjustments and assisting our associates with their inquiries, processing new associate paperwork, conducting drug tests for new applicants, filing, answering telephones, taking messages, and other general office duties. The Jr. On-Site Manager is located inside the Client facility.

The following is a list of typical duties for this position:

- Prepares new-hire documents making sure that all forms are filled-out completely and signed accordingly. Enters data into the information systems, Time clock system, etc., as required. Duplicates, copies, distribute and mails materials for the office.
- Follow-up with managers to make sure appointments and interviews are taking place and filling open positions. Asking for and documenting manager's feedback from interviewees.
- Completes Daily Check-in Report with each department and their Manager/Supervisor and/or Lead to make sure adequate labor has arrived to complete department orders.
- Makes sure that all new associates sign-in on their first day of work and complete the written and verbal New-hire Orientation.
- Issues/re-issues bar code badges to new associates and registers their finger print and employee number (bar code) in the time clock system (as required) the same day or prior to their start date.
- Monitors "Job Requests" from Managers and assists with recommendations to fill staffing needs. Communicates with other offices to ensure candidates are being selected and scheduled for interviews.
- Manages the "Employee Bonus Referral" program by monitoring new and existing referrals; first cash pay-out and processing of second pay-out after completion of 90 days worked.
- Orders and maintains office supplies and equipment. Maintains files and equipment in an orderly and professional manner.
- Uses Outlook email system and maintains email box, as is policy. Additionally, this position may or may not have access and/or control over the email box of their supervisor(s).
- Greets internal and external associates, vendors and clients in a friendly and professional manner. Announces visitors and/or handles requests, as appropriate.
- Appropriate retrieval and follow-up with phone calls/voice mail. Delivers messages (call-outs, emergency calls) to managers and respective parties.
- Assists the On-Site manager with accident and incident Investigations including drug

testing, administering First Aid (i.e.: issuing bandages, ice packs when appropriate) completion of the report when needed, interviewing witness and visiting/surveying the incident area.

- Preparation of special reports or projects, as requested, attend all required meetings including weekly Staff Meetings, knowledge of and compliance with all Safety and Emergency procedures. Reports unsafe conditions, as appropriate.
- Maintain a professional and friendly relationship with other departments, team members, employees, vendors and guests.
- Other duties as assigned by management.

Duties of this job may require occasional lifting, carrying, pushing, or pulling of objects weighing up to 50 lbs., working in a warehouse environment, operating various hand and motor powered equipment, standing on concrete floors, walking for extended periods of time, stooping, bending, twisting, and being exposed to loud noises and various temperatures and scents.

Applications go to Rea (Ray) Nielsen. Information below.

Rea (Ray) L. Nielsen
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