

**Impact Outsourcing Solutions  
Job Description**

<b>Job Title:</b> CWM Supervisor	<b>Prepared By:</b> Management
<b>Department:</b> Contingent Workforce Management	<b>Prepared Date:</b> January 1, 2011
<b>Reports To:</b> CWM HR Manager and/or Account Manager	<b>Approved By:</b> Todd Feltman
<b>FLSA Status:</b> Non-Exempt	<b>Approved Date:</b> January 1, 2011

---

---

It is the responsibility of the CWM Supervisor to understand and assist in the execution all areas of the Impact Outsourcing Solutions program and to ensure that all applicable employees understand and follow the policies and procedures.

The CWM Supervisor will facilitate the management of employees in the following areas:

- Initial introduction to work site of agency on boarding (if applicable per client)
- Initial orientation of agency on boarding (if applicable per client)
- Safety Training
- Identifying candidates to the Impact program
- Administer Drug Screens
- Participate in Impact Outsourcing Orientation as needed
- Payroll Review/Submittal
- Performance Reviews
- Attendance tracking
- Disciplinary documentation
- Participation in documentation and responding to unemployment claims as needed
- Record, facilitate and follow up of any work related injuries or accidents

**Minimum Requirements:**

- Experience in supervision or leadership of outsourcing personnel or comparable areas
- Experience in Customer Service
- Proficient skills in Microsoft Office
- Possess excellent interpersonal skills.
- Possess excellent oral and written communication skills.
- Ability to provide leadership and promote teamwork
- Professionalism and confidentiality
- Possess excellent attendance and dependability.

**Desired:**

- HR background and or one year experience in any role of human resources or management
- Experience in other business systems for payroll and HR
- Knowledgeable in payroll processes.

**Education:**

High School Diploma or Equivalent (Required)  
Associates Degree or 3 to 5 years Comparable Experience (Desired)

Contact: Audrey Appling  
Account Manager  
[aappling@impactoutsourcing.com](mailto:aappling@impactoutsourcing.com)