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# Example of Shift Team Lead Job Description

Our company is hiring for a shift team lead. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for shift team lead

* Documenting and conducting disciplinary action
* Establish succession plans for key roles within the shift
* Monitor attendance records, vacation schedules and payroll
* Ensure consistent application of policies
* Participate in employee selection and hiring
* Manages reports to track necessary data for gauging progress toward goals
* Facilitates tasks to ensure production line if functioning
* Organize the Maintenance team in your plant, complete paperwork (performance reviews, ordering, work orders ), and be active in equipment and building repairs as much as possible
* Support Production by resolving all equipment related issues in a timely matter
* Rotate stock according to FIFO system

## Qualifications for shift team lead

* 1 year of experience in a leadership role
* Experience within plastic injection molding manufacturing preferred, but not necessary
* Experience supervising a manufacturing operation to include performance management, development, timekeeping/payroll issues and coaching preferred
* Familiarity with ISO 9000, TS 16949, Lean or Six Sigma preferred
* Proven skill working with people to achieve objectives and create a teamwork atmosphere required
* Manage resources of the assigned areas of the value stream