Downloaded from <https://www.velvetjobs.com/job-descriptions/team-leader-operations>

# Example of Team Leader Operations Job Description

Our innovative and growing company is searching for experienced candidates for the position of team leader operations. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for team leader operations

* Team Leaders work a rotating 12 hour shift schedule
* Persons in this position are responsible to keep the plant manager, departmental managers, team leaders and the control center informed of equipment conditions, which have or could have an impact on plant operations
* This position provides leadership for plant operations and will be in charge of the plant at night, on week-ends and holidays, with direct coordination of maintenance activities and fuel handling functions during these times
* Serve as the individual responsible for all aspects of plant operation at all times
* Responsible for knowing and effecting all emergency plans such as Emergency Action Plan, Oil Spill Response Plan and Hazardous Spill Response Plan and coordinating these team efforts and assuring the safety of all plant personnel
* Persons in this position will be the primary contact for coordinating daily operations, maintenance, water chemistry, substation, transmission, fleet operations and fuel-handling activities
* Persons in this position will be responsible for effective performance-management of his/her crew including providing training, setting goals, giving feedback and coaching
* Monitors all activities handled in association with Supply Chain Management, Ocean and Air Freight Forwarding business
* Ensures the latest Standard Operating Procedure (SOP) is fully implemented, and that any change to the operation is communicated and included in the SOP/ Internal Operating Procedure (IOP) of respective service providers
* Executes all file management activities

## Qualifications for team leader operations

* Communicate daily with the team, in particular via performance variance controls
* The incumbent should be graduate or equivalent with 6 years of post qualification experience
* Demonstrated Leadership in leading team/s/ initiatives/ Project/s
* Knowledge/Experience in travel and card industry is required, with Sabre (GDS) knowledge
* Good Knowledge of T&LS business, Finance processes and systems is desirable
* Ability to work in a team environment fostering teamwork and driving collective performance