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# Example of Team Leader Operations Job Description

Our growing company is searching for experienced candidates for the position of team leader operations. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for team leader operations

* Coordinate and forecast labor planning which may include regular and overtime work schedules
* May conduct employee disciplinary actions, evaluations and reviews in support of leader
* Supervise and assist team members with platform operations responsibilities, while still contributing towards individual responsibilities
* ODeliver a superior customer experience
* OInspire our people and teams
* OFinancial and bottom-line focus
* OCustomer Focus
* OTeamwork
* OProblem Solving
* OChange Management

## Qualifications for team leader operations

* Willing to be hands-on as needed and proactively assume responsibilities for one’s actions
* Series 99 required within 90 days of start date for US leaders
* 2 or more years financial services industry or accounting experience, with operations experience strongly preferred
* Must have a basic understanding of major functions in US and/or CAN brokerage Operations, including books and records, trades, packaged products, and processing of cash, securities and accounts
* Must have strong collaboration skills and effective problem solving, decision making and critical thinking skills
* Must have the ability to identify risks and design and implement effective controls to mitigate risks