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# Example of Team Leader Operations Job Description

Our innovative and growing company is hiring for a team leader operations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for team leader operations

* Contributes to the development of effective employee training programs
* Receiving, logging and processing enquiries from customers for training courses and business consultancy for a specific area as agreed with the Operations Manager
* Provide leadership and direction to Operations Team Members
* Ensure that equipment and flow of product is efficient
* Coordinate across shifts and with other members of management team to review and implement a production plan and address other operation issues as required
* Address performance or other issues as necessary
* Promote a safe work place
* Lead, drive and engage the operations team (in conjunction with the DC Manager) across multiple shifts
* Facilitate and proactively manage daily production requirements, including customer Sales Orders, Receiving and Despatch Processes etc
* Manage staffing numbers to meet daily requirements (including proactive management of overtime)

## Qualifications for team leader operations

* Ability to set high expectations and hold people accountable for results
* Achieve business results through individual contributors in a diverse work environment
* Ambition and drive to excel together with others
* 90% English skills (Fluent speaking and accurate written english)
* At least 1 yr Management Experience
* Office (primordially Excel) knowledge