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# Example of Team Leader / Senior Team Leader Job Description

Our company is growing rapidly and is hiring for a team leader / senior team leader. 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 / senior team leader

* Working closely with the business to drive results for the floor through initiatives
* Optimize staffing to ensure maximum productivity
* Lead and participate in six sigma projects aimed towards process improvements
* Effective performance of the team, ensuring the processing is completed timely & accurately
* Identifying and implementing controls, measures & Supervisory reviews necessary to support complete, timely & accurate processing of the work
* Hiring, training, and developing associates
* Identifying process improvements and prepare for future growth
* Supporting our branches and clients with excellence
* Significant involvement in process improvement and automation projects
* Strong communication, organization and collaboration to lead team

## Qualifications for team leader / senior team leader

* Demonstrate robust analytical skills, high attention to detail strong risk management capabilities
* Series 7 and 66 required within 12 months of start date for U.S. leaders
* Industry or area-specific designation preferred where applicable, Tax, Retirement, Cash, Insurance
* 3 or more years management experience in the financial services industry, or audit experience
* Experience in more than one operations area preferred, or equivalent breadth and depth of operations knowledge, with demonstrated proficiency of increasingly complex responsibilities
* Requires specialized technical expertise of a very high level