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

# Example of Team Operations Manager Job Description

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

## Responsibilities for team operations manager

* Provide team performance reports to management staff
* Supervisory functions include leading and directing a staff of approximately 15 employees, evaluating employee performance and making salary recommendations, performing all aspects of the staffing process including recruiting, interviewing, and hiring staff to ensure appropriate hiring practices and maintain staffing levels, staff training, and providing work direction
* Maintain effective levels of communication at all levels of all pertinent information, to include corporate and/or client objectives, performance outcomes and expectations
* Supervises the daily activities of a production unit or teams
* Responsible for the daily activities of a production team including managing team members, housekeeping, and meeting production targets
* Work cross functionally to improve safety, productivity, quality, and efficiency of operations
* Serves as group lead on projects and work assignments
* Provides guidance and feedback for team members in accomplishing tasks and goals
* Responsible for smooth operational management of assigned projects
* Supervise, manage and provide leadership to the team supervisors and Compliance officers

## Qualifications for team operations manager

* Advanced technical knowledge of building systems, data center, UPS, electrical, mechanical, HVAC
* Requires extensive understanding of bank accounting and ability to perform higher math functions
* Must be able to look beyond the obvious to resolve more difficult process exception items
* Demonstrated above average written and verbal communication skills are a must - particularly with a senior management audience
* Minimum of one year telemarketing or customer service experience required
* A Bachelor’s degree in Business or equivalent experience