



# Example of Group Leader Job Description

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Our company is growing rapidly and is looking for a group leader. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for group leader

- Be flexible to cover for absence within the team where necessary
- To be a hands on leader and have the ability to work and train team members on all operations with in their remit
- Experience with cGMP, Mass Spectrometry, HPLC, Protein Characterization
- Ensure that the line operators and line checkers are working to effectively maintain product quality to the standards described per the Procedure Specifications
- Coordinate absence cover and fill in on the line if cover not available
- Ensure all raw material is available to the line
- Responsible for ensuring line equipment is continuously operating and effectively communicate with Maintenance/Engineering
- Communicate financial and quality targets to operators, work towards meeting those targets
- Authorised to reject product and to stop processes in the event of problems
- He/She may also have the responsibility for performing the duties of QA Inspector/Checker

## Qualifications for group leader

- WMS-Manhattan & PMMS
- Able to adapt to changes in a timely manner
- Equipment certified, per department
- Be an example

