



Example of Group Leader Job Description

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Our growing company is looking to fill the role of group leader. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for group leader

- Monitor parts and materials within the department and expedite when needed to ensure necessary supply
- Provide leadership in applying lean manufacturing and safety best practices
- Apply IT solutions as needed for tracking, monitoring and documenting
- Fill in for the production supervisor on a limited basis
- Assist in the development of manufacturing processes for area of responsibility
- Promote safe work practices and achieve objectives for ergonomics and health and safety (safety talks, job instruction training, ergonomic evaluations, and safety incident reports)
- Shift rotation
- Identify, report, train and build awareness of health and safety issues of assigned work area and personnel
- Ensures work area is free of hazards and that staff are trained and follow safe working practices
- Responsible for escalating and reporting health and safety issues and ensuring they are addressed in a timely manner

Qualifications for group leader

- Identifying new programs to benefit the business
- Demonstrate good technology skills, you will know who to consult regarding other technical areas and be able to leverage resources from multiple

- Lead in the review and validation and revise, as necessary, technical specifications to maintain accuracy of recommendations
- Bachelor Degree in Business Administration or related area
- MS or Ph.D in biochemistry, chemistry or equivalent field
- Minimum of 10 to 15 years of relevant experience in Biologics development