



# Example of Group Leader Job Description

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Our growing company is looking to fill the role of group leader. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for group leader

- Maintain and monitor lean measurements for assigned area(s)
- Accountable for ensuring that production output meets established quality standards on a daily/weekly basis
- Directly oversees a production line or area ensuring quality procedures and standards are adhered to
- PRODUCTIVITY / OUTPUT
- Accountable for the operational management of assigned line(s)
- Accountable for ensuring that production schedules are met on a daily / weekly basis
- Directly oversees a production line or area ensuring production targets are met
- Perform hands-on production assembly or operator responsibilities at least 50% of the time
- Ensure on going compliance with existing lean programs
- Completes select materials management computer transactions in Oracle/SAP

## Qualifications for group leader

- Must have a clear understanding of global regulatory filing requirements
- Epic tracks of Cadence or Prelude or Welcome or Benefits are highly preferred

- At least three years in the bio/pharmaceutical industry
- Works independently to create strategy and lead initiatives centered around providing the best care experience possible to KP members
- Will have related experience in leading service improvement efforts