



# Example of IT Team Leader Job Description

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Our company is searching for experienced candidates for the position of IT team 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 IT team leader

- Is responsible for local IT vendor and contract management
- Manages the annual budget and ensures cost effectiveness
- Serves as the technical and communications liaison to and from company partners and key office users with respect to local IT issues
- Contributes to team effort by achieving related results as needed
- Provide leadership, direction, and mentoring to associates
- Deliver performance reviews and lead goal setting and development planning for all direct reports
- Participate in hiring, training, assignment, and termination actions for direct reports
- Deploy process and systems to new sales office locations
- Provide customer service to field and internal customers on a daily basis
- Identify application problems and providing resolutions in a timely manner

## Qualifications for IT team leader

- Responsible for ensuring that headcount numbers are at a level that is commensurate with targeted fee levels
- Ensure that an effective culture is fostered on the desk promoting fairness, trust, honesty, fun and ambition
- Positive attitude towards Group initiatives and developments, championing a "can-do" attitude
- Third level educated or equivalent professional experience

- Knowledge of web application development and relational database concepts