



Example of Reporting Team Leader Job Description

Powered by www.VelvetJobs.com

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

Responsibilities for reporting team leader

- Set and agree team objectives and managing the team workload to ensure service levels are not impacted
- Lead and mentor a team of HR reporting and insights analysts and coordinators to deliver actionable insights and data for the whole Kier business to allow data lead decisions to be made
- Support the HR Systems and Reporting Manager in delivering the team goals and the wider HR Service Centre goals
- Escalate any slippage
- Responsible for maintaining the team's Key Performance Indicators (KPIs) as per the agreed Service Level Document (SLD) with home country
- Work closely with counterpart in home locations to resolve queries
- Review and sign off on reports of other team members
- Assist with recruiting, training and coaching of new team members
- Assist the Manager(s) in the production and enhancement of revised departmental procedures for use as training tools
- Work with the Manager(s) to continually assess the team's processes to improve efficiency, reduce risk and/or cost, to increase the engagement and motivation of staff

Qualifications for reporting team leader

- Be innovative and suggest improvement capabilities
- Comfortable with running repeatable tasks while looking for ways to

- To take an active part in the quality controlling of client reports prior to dispatch
- Work with the Manager and Technical Co-ordinators to identify training requirements and encourage staff development
- Overseeing the monitoring of client data provided by the IOO client and recording on internal systems