



Example of Senior Team Lead Job Description

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Our company is looking to fill the role of senior team lead. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for senior team lead

- Conducting daily huddles, weekly wrap up meetings, and monthly one-on-ones with the analysts, your management team, and your leadership team
- Measuring and managing the team's success and act as a Subject Matter Expert in all matters processed by the team
- Monitoring risk within the operation, escalating to leadership in a timely manner
- Providing coaching, guidance and career development to the members of your team
- Maintaining the production schedule, keeping track of approved overtime, holidays, sick leaves, and leaves
- Focusing on innovation and driving change within your team and the Operation
- Identifying gaps in policies and draft proposals accordingly
- Proactively conducting continuous reviews of operations and acting accordingly on the back of these reviews
- Being responsible for team morale and productivity
- Possibly managing team financials, depending on team structure

Qualifications for senior team lead

- Thorough understanding of advanced technologies
- Knowledge and experience with PhotoShop and Illustrator preferred

- Minimum 2 years of experience on Team Lead position
- Minimum 5 year experience of development production ready systems