



# Example of Services Team Leader Job Description

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Our growing company is looking for a services team 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 services team leader

- Represent CTS department within the local office
- Day to day leadership of the Global ETO QuickTurn team
- Support of SAP deployments
- Conducting statistical measurement and analysis and providing proposed solutions
- Responsible for interviewing and hiring
- Provide daily direction and communication to team members to ensure all tasks are answered in a timely, efficient and knowledgeable manner
- Motivate, coach, counsel and support training of team members
- Monitor and evaluate performance of team members and provide feedback
- Address performance issues according to company policy
- Create and maintain individual development plans with each team member and build a succession plan

## Qualifications for services team leader

- 3-5 years of proven leadership experience and the ability to manage others
- CPP or FPS certification preferred
- Bachelor Degree in Commerce, Finance, International Business or related field an asset
- Three years experience in People Management
- Highly organized and have the ability to work within stringent deadlines for

