



# Example of Site Leader Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our growing company is looking for a site 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 site leader

- Review and approve site requests for IT devices and equipment
- Ensure appropriate Change Management, Six Sigma tools and ITIL processes are utilized for IT projects and provide feedback for continuous improvement to the process
- Responsible for validating site specific invoices and IT charges
- Ensure IT considerations are included in site specific Projects, Business Continuity and Risk management plans
- Responsible for enforcing IT Security and standards compliance within the facility
- Develop new and innovative methods of using IT to meet current and future business needs within the facility
- Drive IT effectiveness through supporting Customer Satisfaction initiatives and representing the "Voice of the Customer"
- Participate as active member of the facility leadership team supporting all corporate and site initiatives
- Manage all aspects of site EHS activities to ensure full compliance with local, state and federal regulations
- Maintain site-specific EHS programs and plans

## Qualifications for site leader

- Proven competency in training and facilitation with excellent oral/written communication skills

environment and possess expertise and a solid understanding of carrier operations

- Excellent communication skills with the ability to communicate to all levels
- Demonstrated ability to manage, motivate, and influence work behaviors
- Bias for action - this role is fundamentally about managing and driving production and process improvement through efficiency and change
- Bachelor's (or higher) degree essential