



Example of Team Leader, Manufacturing Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of team leader, manufacturing. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for team leader, manufacturing

- Encourage and develop an environment of constant, open, honest communication
- Maintain assisted areas in a safe and orderly manner to meet safety and housekeeping objectives
- Is responsible for his/her safety, that of others that may be at the facility, whether working or visiting
- Is responsible for observing safe work practices and being proactive for reporting any unsafe conditions
- Manage employee time and attendance for timely and accurate payroll processing
- Provides leadership to ensure employees demonstrate appropriate work skills, technical accuracy, efficiency and conformity to company policies
- Meets with group leaders to determine daily and weekly work priorities and adjusts work activities accordingly
- Prepares employee schedules and coordinates absences or overtime with Group Leader in order to meet work requirements
- Serves as department contact person when Group Leader is unavailable
- Schedules meetings with staff and attends meetings with other departments to ensure optimum communication

Qualifications for team leader, manufacturing

- Must have AS or BS in related field (Degree in Manufacturing Management preferred)
- Must have 2 years experience in supervision
- Must have proficiency with using computers
- Experience in the area of electronics and mechanical assembly
- Experience in Materials Requirements Planning systems and Lean Manufacturing concepts