



Example of Team Leader Operations Job Description

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Our innovative and growing company is hiring for a team leader operations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for team leader operations

- Contributes to the development of effective employee training programs
- Receiving, logging and processing enquiries from customers for training courses and business consultancy for a specific area as agreed with the Operations Manager
- Provide leadership and direction to Operations Team Members
- Ensure that equipment and flow of product is efficient
- Coordinate across shifts and with other members of management team to review and implement a production plan and address other operation issues as required
- Address performance or other issues as necessary
- Promote a safe work place
- Lead, drive and engage the operations team (in conjunction with the DC Manager) across multiple shifts
- Facilitate and proactively manage daily production requirements, including customer Sales Orders, Receiving and Despatch Processes etc
- Manage staffing numbers to meet daily requirements (including proactive management of overtime)

Qualifications for team leader operations

- Ability to set high expectations and hold people accountable for results
- Achieve business results through individual contributors in a diverse work environment

- At least 1 yr Management Experience
- Office (primordially Excel) knowledge