



Example of Team Leader / Senior Team Leader Job Description

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Our innovative and growing company is looking to fill the role of team leader / senior 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 team leader / senior team leader

- Conduct weekly coaching and feedback sessions with the team
- Monitor New Hire performance through toll gate reviews
- Conduct and support product refreshers/tenured support programs for the floor
- Manage attrition for the team new hires
- Responsible for day to day functioning/administrative work for new hires and direct reports
- Responsible for delivery of customer/shareholder/employee dashboard metrics as per goals
- Consistently and effectively implement a performance management program
- Function as a leadership tool to help employees maximize their performance
- Meet regularly with employees to plan their development and evaluate the progress made
- Provide development opportunities, coaching & resources

Qualifications for team leader / senior team leader

- Supervisory skills are preferred
- A thorough knowledge of the offshore fund industry particularly with regard to the statutory and regulatory requirements for Guernsey based collective investment schemes and associated vehicles

- Institute of Chartered Secretaries & Administrators (ICSA) Professional or Diploma preferred
- Organised and professional in manner and approach
- Serving as department assistant lead for all audits and regulatory examinations