



Example of Team Support Job Description

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Our growing company is looking for a team support. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for team support

- Providing constructive feedback to Team Manager on individuals contribution to serving customers well
- Role modelling great customer service and standards of dress, demonstrating a natural enthusiasm to delight our customers
- Ensuring our colleagues have the tools to deliver their role well
- Developing own Operational and Behavioural Skills
- Responsible for fundamental administrative/clerical duties requiring analytical ability, independent judgment and problem solving skills
- Review priorities with management as necessary
- Responsible for mail distribution and collection, phone coverage, copying, scanning, and basic expense reports and/or routine financial disbursements
- Transcribe, record, assemble, track, verify, and maintain accuracy of data/electronic records and spreadsheets
- Coordinate regular travel arrangements, basic domestic and international
- Write or answer routine correspondence as directed

Qualifications for team support

- You are reliable, a good timekeeper and must be smart and tidy at all times to set an example to your colleagues
- Must have good interpersonal skills, willingness to work as a team member, flexibility, organizational skills and enjoy working with seniors
- Individual initiative and discretion required in carrying out job duties especially in the area of customer relations

management

- Ensure accuracy (i.e., proofreading, grammar)
- Maintain databases, general and department or Division specific applications