## JOB DESCRIPTION

| **Title** | TEAM LEAD |
| --- | --- |
| **Reports To**  | [INSERT TITLE]  |

**Job Purpose**

The Team Lead is responsible for supervising the work of [ORGANIZATION NAME]’s [INSERT TEAM TYPE e.g., engineering, sales] teams. This position frequently serves as a liaison between their team and upper management, ensuring that everyone is on the same page in terms of the company's goals and objectives.

The Team Lead may also be assigned the task of developing new processes or procedures for the team. This could include developing training programs, revising job descriptions, or implementing performance metrics.

The ideal Team Lead is deadline-driven and has comprehensive oversight capabilities. This role can multitask and oversee multiple operations at once. The Team Lead has excellent time management, interpersonal communication, and problem-solving skills.

**Duties and Responsibilities**

Responsibilities include, but are not limited to:

* Leading [INSERT TEAM TYPE e.g., engineering, sales] teams by establishing goals, managing workflow, and ensuring that projects are completed on time and on budget
* Examining processes to ensure they are feasible and adhere to industry standards
* Evaluating processes evaluation to identify ways to improve efficiency.
* Communicating the team’s needs to management and echoing management directives to team members
* Overseeing the team’s performance, ensuring projects are progressing as expected, accomplished on time, and meeting goals
* Participating in the development of policies and procedures
* Identifying opportunities for company growth
* Participating in the onboarding of new employees and training of team members
* Assisting in conflict resolution among team members
* Reporting team progress to [INSERT PERSON]
* Performing other related duties

**Key Qualifications**

* X years of experience as a team lead or any related role in [INSERT INDUSTRY]
* A degree business management or another related field
* Trade certification or project management certification or other relevant certification is required/a plus
* In-depth knowledge of management principles
* Comprehension knowledge of quality standards and health and safety regulations
* Proven record in staff safety and production training
* Proficient use of Office applications and other related software [insert software e.g., project management software, employee scheduling, ERP]

**Core Competencies**

* Outstanding organizational and time management abilities
* Superior oral and written communication abilities.
* Excellent interpersonal skills
* Strong problem-solving skills.
* Strong team player.
* Strong project management skills
* Keen attention to detail
* Excellent attention to detail combined with a goal-oriented attitude.
* Excellent comprehension and analytical skills.

**Working Conditions**

* The standard workweek for this position is [insert #] hours. The standard business hours for this position is [insert core hours].
* Overtime and hours worked outside of the standard work schedule may be required.
* Standing for long periods of time.
* Required to wear personal protective equipment such as ear plugs or safety glasses. [for team leads in manufacturing]
* May involve reaching, bending, or lifting up to 50 pounds. [for team leads in manufacturing]
* Some exposure to hot and cold temperatures or inclement weather. [for team leads in manufacturing]