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22th MAY 2024

Job Title: Team Leader

Job Description:

As a Team Leader, you will be responsible for guiding and managing a team to achieve organizational goals and objectives. Your role involves providing leadership, support, and direction to team members, ensuring effective communication, collaboration, and the attainment of performance targets.

Key Responsibilities:

**Team Management:** Lead, coach, and motivate team members to achieve individual and collective performance goals.

**Performance Monitoring:** Monitor and evaluate team performance against established key performance indicators (KPIs) and targets.

**Goal Setting:** Collaborate with team members to set clear and achievable goals aligned with organizational objectives.

**Training and Development:** Identify training needs within the team and facilitate skill development programs to enhance performance and career growth.

**Communication:** Foster open and transparent communication within the team and with other departments. Ensure that information flows effectively up and down the organizational hierarchy.

**Problem Resolution:** Address and resolve conflicts within the team, escalating issues when necessary. Provide guidance and support in resolving day-to-day operational challenges.

**Quality Assurance:** Ensure that team outputs meet quality standards and comply with established processes and procedures.

**Collaboration:** Collaborate with other teams and departments to achieve cross-functional objectives. Promote a culture of teamwork and collaboration.

**Report Generation:** Prepare and submit regular reports on team performance, highlighting achievements and areas for improvement.

**Performance Feedback:** Provide constructive feedback to team members, conducting regular performance reviews and performance improvement plans when necessary.

**Process Improvement:** Identify opportunities for process improvement within the team and work with relevant stakeholders to implement changes.

**Resource Allocation:** Effectively allocate resources within the team to optimize productivity and achieve goals.

**Qualifications and Skills:**

**Leadership Skills:** Proven ability to lead and motivate a team to achieve set goals.

**Communication Skills:** Excellent verbal and written communication skills to effectively convey information and instructions.

**Problem-Solving:** Strong analytical and problem-solving skills to address challenges and make informed decisions.

**Organizational Skills:** Strong organizational and time management skills to prioritize tasks and meet deadlines.

**Teamwork:** Ability to foster a collaborative and positive team environment.

**Adaptability:** Flexibility to adapt to changing circumstances and priorities.

**Industry Knowledge:** Familiarity with the industry and the ability to stay informed about relevant trends and developments.

**Conflict Resolution:** Ability to handle conflicts within the team and facilitate resolution. **Decision-Making:** Ability to make sound decisions in a dynamic environment.

**Experience:** Previous experience in a leadership or supervisory role is preferred.

If you are a dynamic and results-oriented individual with strong leadership skills, we invite you to join our team as a Team Leader and contribute to the success and growth of our organization.

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