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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.

Mohammad Tasaduq Khan