

Team Leader

Team Leader Job Purpose:

Manages and leads a team of employees. Communicates institutional goals and deadlines to team. Motivates team members and assesses performance. Provides help to management, including hiring and training, and keeps management updated on team performance.

Team Leader Job Duties:

- Supports team and performs management duties when manager is absent or out of office.
- Manages inventories and stock, including keeping detailed records of inventory use, and advising management on ordering where necessary.
- Provides encouragement to team members, including communicating team goals and identifying areas for new training or skill checks.
- Assists management with hiring processes and new team member training.
- Answers team member questions, helps with team member problems, and oversees team member work for quality and guideline compliance.
- Communicates deadlines and sales goals to team members
- Develops strategies to promote team member adherence to institutional regulations and performance goals.
- Conducts team meetings to update members on best practices and continuing expectations.
- Generates and shares comprehensive and detailed reports about team performance, mission-related objectives, and deadlines.
- Ensures company brand materials and physical working spaces meet and exceed company presentation standards.
- Provides quality customer service, including interacting with customers, answering customer enquiries, and effectively handling customer complaints.

Team Leader Skills and Qualifications:

Team Leadership Experience, Product Knowledge and Industry Experience, Leadership Skills, Strong Oral and Written Communication Skills, Motivational Skills, Results-Oriented, Employee Training Experience, Interviewing Skills, Sales Skills, Self-Motivation, Strong Relationship Building, Customer Service Skills

Apply Through Mail Id: hr@achariya.org , bedhead.ch@achariya.org