



JOB DESCRIPTION

Team Leader

Position Overview:

Important team support role with a primary focus on team member work output and quality. Role will involve training of personnel to meet the requirements of the work unit. Providing ongoing guidance to immediate team members under the Team Leader's responsibility. Position may require a combination of computer applications work, administrative tasks and physical labor to fulfill work cell functions; May work in multiple functional areas and utilize a variety of computer programs to complete tasks; Will perform additional tasks in the absence of the work unit manager.

Key Responsibilities:

- Train and coach team members to meet job specifications and to follow work instructions.
- Perform all functions within assigned work cell to back-up absent employees, as needed.
- Communicate work cell activities and productivity goals.
- Successfully work with various department personnel to support work cell productivity.
- Identify and communicate safety risks within the work cell.
- Support managerial employee engagement activities.
- Monitor work quality and output levels in accordance with workmanship and performance standards to include specific product repair and return guidelines.
- Utilize various computer applications to enter and track operations-related data in an accurate and thorough manner.
- Perform administrative tasks to support work unit manager.
- Operate basic material handling equipment to move heavy loads, as needed.
- Produce basic reports on material inventory, shipping, receiving and recycling.

Requirements:

- Intermediate to advanced proficiency in specific work cell functions and skills (ie, soldering, forklift operations, product repair) is strongly preferred.
- Basic level of computer user proficiency; Excel experience a definite plus.
- Ability to lift items weighing up to 30 lbs. on a regular and ongoing basis
- Demonstrated success in training and coaching employees on work procedures.
- Excellent interpersonal skills.