

### TEAM LEADER

A Team Leader is in charge of the entire production process for a particular or set of products. They plan, organize and recommend strategies in ensuring that the product is developed successfully, in accordance with all specifications. They supervise teams that work in operations and product development.

### JOB REQUIREMENTS:

#### Soft Skills

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- Accountable for work product outcomes
- Active listening
- Understanding the organization and culture
- Oral expression
- Use of appropriate strategies for dealing with conflict
- Demonstrated leadership qualities
- Critical thinking and problem solving
- Problem sensitivity
- Coordination of logistics and activities
- Human resource management of personnel
- Speaks well in a group setting

#### Competencies

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- Enforces safety in production
- Communicates with all levels of workers (top to bottom)
- Coordinates activities of production and operations
- Develops and trains staff members
- Ensures sanitation/Clean in Place of workspaces
- Monitors processes, materials and surroundings
- Plans work schedules and assignments to meet production goals
- Plans production sequences to meet production goals
- Inspects materials and products to detect defects
- Documents processes
- Exhibits Lean Manufacturing expertise
- Manages data and reporting

#### Industry Recognized Credentials

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- Lean Certification (Silver)/Certified Quality Inspector (ASQ) Preferred

#### Education

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- High School General Education Required
- High School Technical Education/Post-Secondary Technical Education/Associates Degree Preferred