

Executive Team Leader Job Description

Duties and Responsibilities:

- Assist the HR team in hiring, selecting, and training of team members
- Schedule and assign tasks to team members according to their capabilities
- Coordinate the activities of team members to ensure compliance with the organization's goal
- Communicate the ideas and stipulations of the senior management to the team
- Monitor the progress of projects assigned to the team and the performance of each member
- Ensure smooth day to day operation of the team
- Prepare reports on the level of progress of the team in accomplishing task assigned to them
- Distribute reports to appropriate stakeholders and personnel
- Motivate the team by rewarding or congratulating its members for any milestone achieved
- Encourage and reward individual creativity
- Resolve any issue that may hamper the progress of the team
- Ensure that the team remains disciplined and focused
- Call for and preside over meetings with team members at regular intervals
- Organize meeting with members of the top management and other important stakeholders
- Ensure that deliverables are in accordance with stipulated requirements – cost and time
- Work and maintain good communication with other managers to ensure assistance from other departments when necessary
- Obtain materials and finance needed for the team to accomplish tasks assigned to it

- Record and document all costs incurred in accomplishing each phase of a task
- Record and document milestones achieved
- Establish and maintain good relationship between the team and senior management.

Executive Team Leader Requirements – Skills, Knowledge, and Abilities

- Firstly, an executive team leader requires a good degree in human resources or management to be able to handle the responsibilities that comes with the position. Also, certifications in project management may also count since it would enable him/her to have a vast knowledge of planning, scheduling, and executing projects
- Secondly, vast years of experience in management environment and participation as a member of management teams would also prove to be very important in handling the challenges involved in this role
- He/she must be emotionally mature and disciplined to be able to keep the project and the team on track. He/she should be easily accessible but must draw a limit and make sure that instructions are followed to the later
- Exceptional leadership and decision making skill is imperative as his/her team and the management would be relying on his/her decision making skills a lot
- Other necessary qualities include but not limited to good business acumen, communication skills, and team building skills.