

IT Team Leader Job Description

- Delegate duties and tasks within the IT department.
- Review completed tasks to ascertain compliance with standards.
- Monitor all team members and provide necessary advice and guidance.
- Perform periodic risk assessments and initiate risk control strategies.
- Coach all team members and motivate them to produce desired results.
- Organize regular seminars and trainings to teach team members new techniques and methods.
- Keep up with trends in the constantly evolving information technology industry.
- Perform regular IT audit to discover areas of weaknesses and fortify them.
- Work alongside other departments to achieve company goals and visions.
- Write and forward regular reports to the management.
- Provide solution to any complex IT related challenges in the organization.
- Perform regular appraisal of team member's performance and devise strategies to help with improvement.
- Carry out in-depth research to reveal new and better methods of handling functions within the department.
- Ensure that the company's data and information are protected from unauthorized access.
- Supervise repair and maintenance of all IT gadgets.