

Team Leader

Job Description

We are seeking a talented individual to manage a team of 7 staff in a staffing consultancy business.

Key Responsibilities

- Helping to handle incoming calls and external enquiries.
- Train and retrain staff as necessary
- Interview prospective new staff to ensure that they are a good fit for the team
- Ensure that team members are fully aware of their weekly targets
- Evaluate team staff weekly
- Approve of expenses of team members
- Evaluate team leaders and report progress as required
- Assist with end-to-end recruitment to support the office meet targets as necessary
- Ensure that data protection policies are followed
- Support Health & Safety activities across the office environment.
- Submit reports to management as required

Person specification

The ideal candidate for this role must: -

- Have strong communication skills, with sensitivity for data protection regulations
- Be capable of maintain strict communications protocol within team
- running the team with a no-nonsense approach to achievement, balanced against compliance
- Possess exceptional time management skills