

team leader responsibility overview (sample)

Position title:	Team Leader
Reports to:	Business Owner
Key purpose:	To achieve predetermined objectives complying with the company values.

key task	expected standards	evaluation
Manage the Leasing and Management team and develop the Leasing and Management division.	Highly organized, goal-oriented and driven, advanced leadership, management, administrative, communication, business planning and development skills.	Meet monthly to monitor results. Motivated, profitable and productive Leasing and Management team and division.
Commit to and communicate our Agency mission statement to entire team and every client.	Entire team and every client will know and understand our Agency prime objectives and company values.	Team and client feedback. Managing Director's survey results.
Implement and manage the ireviloution intelligence systematic recruitment, team retention and team career advancement plan.	Motivated team with career advancement goals, employment longevity and agency loyalty.	Meet monthly to monitor results. Progressive, motivated team.
Annually create the divisional business plan including strategic objectives and communicate to team to ensure targets are achieved.	Create in accordance with the ireviloution intelligence Business Plan template. Communicate with team and ensure objectives, targets and budgets are achieved.	Meet monthly to monitor results. Achieving budget and objectives.
Develop comprehensive market knowledge of market area and record market share.	Comprehensive knowledge of market demographics, stats, trends and agency market share.	Meet quarterly to monitor growth. Growing market share and recognized as area specialists and consultants.
Coach, train and mentor team to peak performance, high motivation levels and achieving agency targets.	Motivated, loyal and bonded team achieving budgets and objectives.	Meet monthly to monitor progress. Motivated and happy team.
Enhance and develop leasing and management division's market profile.	'First to Mind' awareness for all clients in market area. Area specialists and consultants.	Meet monthly to monitor progress. Increasing business.
Monitor all leasing and management tasks and productivity and rectify all areas of deficiency immediately.	Monitor and review all activity and audit reports and take action when necessary. Carry out auditing as required.	Meet monthly to monitor progress, and relay in concerns. Productive, efficient and compliant division.
Continue to improve and develop leasing, management and legislative knowledge and skills.	Highly skilled and knowledgeable leasing and management expert and adviser.	Annual review of knowledge and skill level.

Knowledge and skill requirements:

1. Principles of goal setting
2. Management and leadership skills
3. Business planning and development skills
4. Communication skills
5. Advertising, marketing and sales
6. Highly developed organizational skills
7. Hold and maintain relevant real estate license
8. Comprehensive knowledge Property Management and the Act

Attitude/personality requirements:

1. Strong desire to deliver superior client service
 2. Focus and determination
 3. Leadership qualities
 4. High standard of ethics
 5. Adaptable to change
 6. Strives to achieve predetermined targets
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