

Team Leader

Location: Elias Motsoaledi Local Municipality Contract (Groblersdal)

Job description

- Develop a strategy the team will use to reach its goal
- Provide any training that team members need
- Communicate clear instructions to team members
- Listen to team members' feedback
- Monitor team members' participation to ensure the training they providing is being put into use, and also to see if any additional training is needed
- Manage the flow of day-to-day operations
- Create reports to update the company on the team's progress
- Distribute reports to the appropriate personnel
- Manage the application of leaves
- Manage all the staff's time sheets

Minimum Requirements

- Grade 12 (Matric) is a **MUST**.
- Office Admin or related qualification
- 2 year's relevant experience as a Team Leader/ Supervisor
- Must be proficient in MS Office, Excel
- Valid Driver's License.

Competencies

- Organising & Planning
- Punctual
- Reliable and dependable
- Good communication skills
- Self-starter

How to apply:

EMAIL your CV and **CERTIFIED** copies of your ID and qualifications to applications@syntell.co.za.
If you do not hear from us in 2 weeks after your application, please consider your application unsuccessful

CV DROP OFF LOCATION: 14 Robertson Avenue, Groblersdal, 0470

Closing Date: 05 June 2022

Kindly note that the company is in the process of implementing a mandatory vaccination policy for COVID19. Please bear in mind that proof of vaccination status will be required during your application process.

Additional information about the company may be found at www.syntell.co.za