|  |  |
| --- | --- |
| Name of Your Company Insert  Company  Logo  Here Job Description Template | |
| **Job title:** | |
| **Location:** | |
| **Department:** | |
| **Reports to:** Insert the title of the the Manager and not the name of an individual | |
| **🞎 Full-time**  **🞎 Part-time** | **🞎 Exempt**  **🞎 Nonexempt** |
| **Essential Duties and Responsibilities:**  *In this section, write a short paragraph indicating the overall purpose, what is expected and the duties involved in this role. Following the short description, add a bulleted list outlining the daily tasks and job responsibilities of the position. Please use action words in this section.*  *If the position has different levels, please indicate that there will be an increase in responsibility required to progress to the next levels.*   * Perform all duties as instructed assigned by the supervisor * Comply with all company policies and procedures | |
| **Education and Work Experience:**  *Use this section to outline the knowledge, skills and abilities needed to perform the daily duties listed in the previous section. As with responsibilities, be sure to indicate that there will be an increase in the knowledge or skills required to progress to a high level.*   * [Insert Educational Qualification 1 Here] * [Insert Educational Qualification 2 Here] * [Insert required attribute 1 here] * [Insert required attribute 2 here] * **Example -** must be able to handle pressure and stick to deadlines. * [Insert require experience here] * [Insert nice to have skills here] | |
| **Physical Requirements:**  *If this is a role that requires specific physical attributes, please outline them here. Note that you should be specific in this section.*   * [Physical requirement 1] * [Physical requirement 2] * [Physical requirement 3] * Example - Must be able to carry up to 50 lbs | |
| **Work Environment :** Does the position involve office work or outdoor work? Is it located on one site or there is travel involved. Must the candidate own a car, or are they required to possess any other resources. | |
| **Salary**: **Date:** | |