

Job Description: Template

Date completed _____ Work Location _____
Title _____ Department _____
Exempt Status ___Y ___N Position Status ___FT ___PT ___IC*

Company Conformance Statements

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

Position purpose

[General statements regarding the overall objective of the position]

Responsibilities/Duties/Functions/Tasks

[List of material responsibilities and essentials duties which must be completed in achieving the objectives of the position]

Qualifications

[Statements regarding minimum educational and experience qualifications, required proficiencies with specialized knowledge, computer proficiencies, military service, required certifications, etc.]

Special Position Requirements

[Optional section: any travel, security, risk, hazard or related special conditions which apply to the position]

Preferences

[Optional section: preferred attributes for the position which are not absolutely required in the minimum qualifications (i.e., multi-lingual, masters degree)]

Work Requirements

[Optional section: work requirements for mental, physical, or other important issues which relate to the job]

Employee acknowledgement/date _____

*IC Irregular or casual; nonregularly scheduled staff