

Company Name

Job Description Template

Company
Logo
Here

Job title:

Work Location:

Division/Department:

Reports to: Title of Manager (not person's name)

Full-time

Part-time

Exempt

Nonexempt

Essential Duties and Responsibilities:

Write one sentence/short paragraph giving a brief description to state overall purpose, expectations and/or objectives of position. Then add bullet points, listing the specific tasks and job duties of the position that are required on a daily basis. Items should begin with action words such as perform, responsible for, deliver, develop, etc.

If this position is part of a group of levels (i.e. Customer Service Rep I - Customer Service Rep II), be sure to show the increase in responsibility or progress required to advance to different levels.

- Perform related duties as assigned by supervisor
- Maintain compliance with all company policies and procedures

Education and/or Work Experience Requirements:

This section is used to describe what knowledge, skills and abilities are required to perform the daily tasks and job duties bulleted above. If this position is part of a group of levels, be sure to show the increase in the knowledge, skills and abilities necessary to perform the daily tasks and job duties. Some examples are:

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Excellent computer proficiency (MS Office – Word, Excel and Outlook)
- Must have A+ certification
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- High school diploma or GED required
- Associate degree preferred

Physical Requirements:

What is physically required to perform the daily tasks and job duties? Be specific. Some examples are:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to lift and carry up to 50 lbs
- Must be able to talk, listen and speak clearly on telephone

Print Employee Name:

Employee signature:

Date: