

Job Description Template

Date Completed		Work Location	
Position Title		Department	

Position Status:

Exempt or Nonexempt ; Full-Time or Part-Time

Expected Work Schedule:

[Enter days of the week and hours expected to work each day]

Company Conformance Statements

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

- ▽ 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, master's degree)]

Work Requirements

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

Additional Information

[List anything else the employee should know about the position here.]

Employee Acknowledgement		Date	
Supervisor Signature		Date	

