

Job Description Template



Job title: <insert job title>

Reporting to: <insert supervisor's title>

Salary: <insert salary per hour/annum or total package including base salary, superannuation, commissions or benefits>

Hours: <insert average number of hours per week or type of employment such as casual, full-time>

Location: <insert location of the position and any travel required>

Purpose of the position

<insert short paragraph which describes the overall purpose of this position and how it contributes to the goals or function of the business, include the authority level (e.g. *manager or support staff*)>

Responsibilities & duties

■ **Responsibility 1** – <insert responsibility or duty of the position including frequency or duration of work, effort and skill required, complexity of tasks and equipment required>

Work standard – <insert what aspect of the responsibility will be reviewed to determine if the job is being done correctly, such as time frame, number of completed tasks per week>

■ **Responsibility 2** – *e.g. To manage the daily operations of the office including customer relationship, office administration, organising mail, couriers, catering and schedule management. Staff need to be able to use MS Office confidently, to have good communication skills and to work on their own.*

Work standard – *e. g. At the end of each working week, all appointments for the following week must be finalised.*

■ **Responsibility 3** –

Work standard –

■ **Responsibility 4** –

Work standard –

Academic & trades qualifications

Essential	Desirable
<insert list of essential qualifications>	<insert list of desirable (but not essential) qualifications>
<i>e.g. Certificate in Office Administration</i>	<i>e.g. Advanced Excel course</i>

Work experience & skills

Essential	Desirable
<insert list of essential experience>	<insert list of desirable (but not essential) experience>
<i>e.g. Minimum two years general administration/ reception experience</i>	<i>e.g. Experience working within a manufacturing environment</i>

Personal qualities & behavioural traits

Essential	Desirable
<insert list of essential qualities or behaviours>	<insert list of desirable (but not essential) qualities or behaviours>
<i>e.g. Written and verbal communication skills</i>	<i>e.g. Attention to detail</i>

Relationships

With	Purpose
1. <insert title of position>	<insert details about the supervision given and received, and the relationships involved both internally and externally (such as customer relations)>
2. <i>e.g. General Manager</i>	<i>e.g. This position will trained by the General Manager with ongoing support and supervision</i>
3.	
4.	

Employee
Signature _____ Date _____

Manager
Signature _____ Date _____

Performance review period: <insert review period e.g. every three months>

Next review date _____