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| Company NameCompany Logo HereJob Description Template |
| **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
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| **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
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| **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
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| **Print Employee Name:** |
| **Employee signature**: **Date:** |