

Job Description Template

A job description is a list that a person might use to describe the general tasks, functions and responsibilities inherent in a position. It defines a person's role within the company as well as his or her accountability.

Job title	
Position description	Provide a description of what the position does within your company.
Department name	
Supervisor	
Based at	
HR contact	
Key responsibilities and accountabilities	A description of the main activities to be undertaken by the employee. Be as specific as possible, making sure that you include all the main functions of the job. Try to limit these to less than 15 to prevent the job description from becoming unwieldy. Group individual tasks into main responsibility areas. Refer back to the company's operational manual.
Goals	Provide an outline of what the primary objectives are for the position within the organisation.
Knowledge, skills and abilities	List the skills required to perform the duties and responsibilities.
Education and experience	Specify the minimum acceptable level of education, experience and certifications necessary to be able to do the job efficiently.

Job Descriptions Training Manual

**United States. Training and
Employment**



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