**JOB DESCRIPTION TEMPLATE**

|  |  |
| --- | --- |
| **Company:** |  |
| **Position Title:** |  |
| **Reports to:** |  |

**JOB OVERVIEW:**

Reporting to the [Manager position title], this position is responsible for [insert statement that summarizes position].

Provide a broad overview of what the job is.

**DUTIES & RESPONSIBILITIES:**

List main responsibilities (be specific), and include the number of years or range of years’ experience required or what you consider to be an asset. Avoid using internal jargon or acronyms.

**SKILLS & QUALIFICATIONS:**

List required qualifications. Include physical and psychological demands and indicate if training and/or experience is either required or an asset. Be sure that physical requirements are bona fide occupational requirements meaning that they are essential requirements to effectively and safely perform the job.

**ADDITIONAL NOTES:**