|  |  |
| --- | --- |
| Company Name Company  Logo  Here Job 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 | |
| **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 | |
| **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 | |
| **Print Employee Name:** | |
| **Employee signature**: **Date:** | |