**JOB DESCRIPTION TEMPLATE**

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

**JOB OVERVIEW:**

Reporting to the (Manager position title), this position is responsible for

Provide a broad overview of what the job is.

**DUTIES & RESPONSIBILITIES:**

List main responsibilities (be specific), and include the number 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.

**ADDITIONAL NOTES:**