

JOB DESCRIPTION

[Company Name]

JOB TITLE	DEPARTMENT	HIRING MANAGER
POSITION	HOURS PER WEEK	START DATE

WORKDAYS						
<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday

MANAGEMENT RESPONSIBILITIES						
<input type="checkbox"/> None	<input type="checkbox"/> 1-5 People	<input type="checkbox"/> 6-10	<input type="checkbox"/> 11-15	<input type="checkbox"/> 16-25	<input type="checkbox"/> 26-50	<input type="checkbox"/> Over 50

FUNCTION
[Describe the purpose of the job within the department and within the company.]

RESPONSIBILITIES
[List the top five responsibilities of the job]

EDUCATION REQUIREMENTS			
<input type="checkbox"/> High School	<input type="checkbox"/> Vocational Training	<input type="checkbox"/> Undergraduate Degree	<input type="checkbox"/> Masters Degree
[List any specific training and/or degrees that are needed for the position.]			

TECHNICAL SKILL REQUIREMENTS
[List any specific technical knowledge and skills that are required for the position.]

PREFERRED QUALITIES
[Describe the qualities that are important for a person to have to be successful in this position.]