

A white keyboard is positioned in the foreground, slightly out of focus. In the background, a potted plant with tall, thin green leaves is visible. The scene is set on a light-colored desk. A white rectangular box is centered over the image, containing the text 'JOB DESCRIPTION OUTLINE'. The top right and bottom left corners of the image feature teal-colored decorative patterns: the top right has a pattern of overlapping circles, and the bottom left has a wavy, scalloped pattern.

JOB DESCRIPTION OUTLINE

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Job title:

Job purpose

Provide a brief description of the position, including what the job is to accomplish. The job purpose is usually no more than four sentences long.

Duties and responsibilities

List the primary job duties and responsibilities using headings and then give examples of the types of activities under each heading.

- Identify between three and eight primary duties and responsibilities for the position
- List the primary duties and responsibilities in order of importance
- Begin each statement with an action verb
- Use the present tense of verbs
- Where appropriate use qualifiers to clarify the task – where, when, why or how often – for example instead of “greet visitor to the office” use “greet visitors to the office in a professional and friendly manner”
- Avoid words that are open to interpretation – for example instead of “handle incoming mail” use “sort and distribute incoming mail”

JOB DESCRIPTION OUTLINE

Qualifications

State the minimum qualifications required to successfully perform the job. These are the qualifications that are necessary for someone to be considered for the position.

Qualifications include:

- Education:
- Experience:
- Skills:
- Personal characteristics:
- Certifications or licenses: