VERJE
HUMAN RESOURCES
PEOPLE MATTERS

Company name - Job Description Template

Job title:	Insert job title	
Reporting to:	Title of supervisor &/or manager	
Salary:	Insert salary per hour, per annum or total package including base salary, superannuation, commissions or benefits, award and/ or industrial agreement that may apply. I recommend that all components are broken down into a schedule so it's clear for employers, employees and any administration staff	
Hours of work:	Insert average number of hours per week or type of employment such as casual, full-time, part time. Be mindful of the award or contract of employment and any other arrangements you may have in your workplace.	
Location	Insert the location of the position and any travel required.	
Purpose of the position:	Insert a short paragraph which describes the overall purpose of this position and how it contributes to the goals or function of the business. Include the authority level, for example, "manager" or "support staff"	
Responsibilities and duties	Responsibility 1	Insert responsibility or duty of the position including frequency or duration of work, effort and skill required, complexity of tasks and equipment required. Work standard: Insert what aspect of the responsibility will be reviewed to determine if the job is being done correctly, for example, time frame, or number of completed tasks per week.
	Responsibility 2	For example, "to manage the daily operations of the office including organising mail, couriers, catering and travel. Staff need to be able to use MS EXCEL confidently, to arrange global travel and to work on their own." Work standard – for example, "at the end of each working week, all catering events for the following week must be finalised."
	Responsibility 3	…..

Qualifications	Academic/ Trade qualifications required for the role
Skills	Essential skills for the role • Administration • Accounts • Recruitment • Writing skills • Communication skills Desirable skills • Experience in construction industry • Experience in education
Date approved	Insert date position description agreed by manager. Any notes relating to role review.
Approving manager	Position Title, Name and Signature