***Disclaimer: This document has been created based on professional advice by TPD HR Solutions and should NOT be considered as legal advice.***

# Job Description

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| --- | --- |
| Job Title |  |
| Department |  |
| Title(s) Reporting to |  |
| Title of Manager |  |
| Title of Next Level Up |  |

|  |  |
| --- | --- |
| **Role Summary** | |
| In two or three sentences, describe the primary purpose, or the most import results of the job. |  |
| **Major Responsibilities** | |
| Provide brief statements or each of the duties and/or responsibilities that take up at least 5% of the Job’s time. List in order of time commitment (most to least) |  |

|  |  |
| --- | --- |
| **Qualifications & Skills** | |
| **Technical Qualifications** (e.g. credentials, proficiency with software, etc.) |  |
| **Behavioral Qualifications** required by the job (e.g. negotiations skills, etc.) |  |
| **Education & Experience** | |
| Identify the minimum education and experience level required for the job |  |
| **Working Conditions** | |
| Describe the working conditions under which the job operates |  |