Job Description

Complete one job description per distinct role, not per opening. Write duties as observable work ("Resolves billing disputes up to $500 without supervisor approval"), not traits ("team player"). Have the hiring manager and HR both review before the role is posted. Review this document at least once a year or whenever the job changes materially.

JOB DETAILS

Job title

Job code / job family

Department

Reports to (title)

Direct reports (titles and number)

Location(s) / site(s)

Work arrangement

☐ On-site ☐ Hybrid ☐ Remote ☐ Field / travel-based

Employment type

☐ Full-time ☐ Part-time ☐ Temporary / seasonal ☐ Contract

FLSA classification

☐ Non-exempt (hourly, overtime eligible) ☐ Exempt (salaried)

Pay grade / band

Pay range (minimum to maximum)

Schedule / shift

Travel required (% of time)

Date written or last reviewed

JOB PURPOSE

Purpose statement (2 to 3 sentences: why this job exists and what success looks like)

ESSENTIAL DUTIES AND RESPONSIBILITIES

List 5 to 10 essential functions in order of importance. Give each an approximate share of working time; the total should be about 100%. Essential functions are the core tasks the job exists to perform; they are the basis for reasonable accommodation discussions under the ADA.

1. [Duty] (approx. [__]% of time)
2. [Duty] (approx. [__]% of time)
3. [Duty] (approx. [__]% of time)
4. [Duty] (approx. [__]% of time)
5. [Duty] (approx. [__]% of time)
6. Other duties as assigned that are reasonably related to the role (approx. [__]% of time)

KEY PERFORMANCE MEASURES

How performance is measured in the first 90 days (e.g. 85% QA score, 40 orders per hour, 12 hires per month)

How performance is measured at 12 months

QUALIFICATIONS

Required education (or equivalent experience)

Required experience (type and years)

Required licenses or certifications

Required skills and tools (e.g. typing 35 WPM, Excel pivot tables, forklift certification)

Preferred qualifications (nice to have, not screening criteria)

Languages required or preferred

WORKING CONDITIONS AND PHYSICAL DEMANDS

Work environment (office, warehouse, outdoor, call floor, noise, temperature)

Physical requirements (lifting in pounds, standing or sitting hours, repetitive motion)

Equipment used

Special requirements (weekend or holiday work, on-call, driving, background check, drug screen)

Accommodation statement

☐ Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PAY AND BENEFITS SUMMARY

Pay range as posted (required in many US states and cities)

Bonus, commission or shift differential

Benefits summary

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

[Company Name] is an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status or any other status protected by federal, state or local law. This job description is not an exhaustive list of duties and may change at any time with or without notice.

APPROVALS

Hiring manager name and signature

Date

HR / compensation reviewer name and signature

Date

Approval date

Employee acknowledgment (signed at hire or on change)

Date