Building a position description

Title: For the role
Reports to: Who is the direct line of contact for this person?
Department: (Sales, Operations, Service, Accounting/Administration)

Overview of general responsibility:
Add a statement to show the scope of general responsibility for this role

Responsibilities:
- Bullet points to outline specifically what this person does daily, weekly and overall
- Task specific
- Reporting structure if this person has people to supervise
- Areas of responsibility if there are multiple

Requirements (Skills and core Competencies)
- Specific as possible
- Attributes this person must have
- List as needed to work effectively in the role

Training/Education
- List all that apply
- Additionally can list nice to haves

Performance Measurements – Goals
- How will this person's performance be measured against responsibilities
- Objectives of this role
- Key performance indicators (numbers if possible)

Work environment/Demands
- Ensure no surprises
- Travel, lifting, work environment