

# Job Description Template

Date \_\_\_\_\_  
 Prepared By \_\_\_\_\_

Title \_\_\_\_\_  
 Department \_\_\_\_\_

➤ **Job Description**

Job Title:	Reports to:
Job Summary:	
Salary Range & Benefits:	
Hours Required:	

- **Company Values, Culture and Sizzle (Why would someone want to work for your specific company?)**
- **Summary of how this position’s success will be measured and valued in org.**

➤ **Major Duties**

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

➤ **Qualifications and Required Skills**

1.
2.
3.
4.
5.
6.
7.
8.

➤ **Summary of Company Benefits**