

Job Description

Job Title: _____

Location: _____

Job Overview

Describe in one or two sentences what the position involves within your organisation.

- Working hours – shift pattern.
- Line of reporting.
- Salary.

Main Duties and Responsibilities

Use bullet points to list key tasks and responsibilities, for example:

- Responding to email enquiries.
- Data input.
- Answering the telephone.

Person Specification

- Knowledge and experience required, e.g. experience in using Microsoft Office Packages.
- Skills required, e.g. communication, adaptability, attention to detail.
- Competencies required, e.g. planning and organising ability, problem solving.

Qualifications and Training

State the necessary level of education, licenses and/or training required to perform the job, e.g. must hold a valid CSCS card, subjects/grades required].

Experience

- Experience in XX.
- E.g. minimum of one year's customer service experience required.