



Kassar
CONSULTING

REQUIRED TO HIRE

*WEEK 3:
JOB DESCRIPTION
TEMPLATE*

Job Description: [ROLE]

[OVERVIEW OF COMPANY] *This can be directly from your company bio. There should not be any confusion regarding who your company is, what your company does, and what problem your company solves.*

[JOB TITLE] *Put some thought into creating this - it should have keywords to show up in search results if posted online.*

Reports to: The [JOB TITLE] will report to [POSITION TITLE].

Job Overview: *This is where you provide a brief summary of the position. What purpose does this role serve? What are the major areas of responsibility? How does it fit into the overall organization? What does success look like?*

Responsibilities and Duties:

- *List the essential tasks of the job, taking care to not get too specific with company lingo or language.*
- *List them in order of importance. These requirements are representative, but not all-inclusive.*
- *Use present tense and complete sentences.*
- *Use gender-neutral language.*

Qualifications: *List all relevant qualifications here, making sure that they tie directly to the role and responsibilities.*

Education:

Experience:

Specific skills:

Certifications:

Licenses:

Physical Demands: *Physical requirements that are necessary for an employee to perform the essential functions of the job.*