

Detailed Job Description

Job title: (insert job title)

Reporting to: (insert supervisor's title)

Salary: (insert salary per hour, per annum or total package including base salary, superannuation, commissions or benefits)

Hours: (insert average number of hours per week or type of employment such as casual, full-time)

Location: (insert the location of the position and any travel required)

Purpose of the position

(Insert a short paragraph which describes the overall purpose of this position and how it contributes to the goals or function of the business. Include the authority level, for example, "manager" or "support staff")

Responsibilities and duties

Responsibility 1 – (insert responsibility or duty of the position including frequency or duration of work, effort and skill required, complexity of tasks and equipment required)

Work standard: (insert what aspect of the responsibility will be reviewed to determine if the job is being done correctly, for example, time frame, or number of completed tasks per week)

Responsibility 2 – for example, "to manage the daily operations of the office including organising mail, couriers, catering and travel. Staff need to be able to use MS EXCEL confidently, to arrange global travel and to work on their own."

Work standard – for example, "at the end of each working week, all catering events for the following week must be finalised."

Responsibility 3 – (insert additional items as needed)

Work standard – (insert additional items as needed)

Academic and trade qualifications

Essential qualifications

- (insert list of essential qualifications, for example, Certificate in Office Administration)

Desirable qualifications

- (insert list of desirable (but not essential) qualifications, for example, Advanced Excel course)

Work experience and skills

Essential experience

- (insert list of essential experience, for example, Minimum two years general administration/ reception experience)

Desirable qualifications

- (insert list of desirable (but not essential) experience, for example, Experience working within a manufacturing environment)

Personal qualities and behavioural traits

Essential qualities or behaviours

- (insert list of essential qualities or behaviours, for example, written and verbal communication skills)

Desirable qualities or behaviours

- (insert list of desirable - but not essential- qualities or behaviours, for example, attention to detail)

Relationships

Details of relationships relevant to this role

- (insert position name and details about the supervision given and received, for example, “This position will be trained by the General Manager with ongoing support and supervision”)
- (insert details of the relationships involved both internally and externally. An example of external relationships would be “customer relations”)

Manager’s signature:

Performance review period: (insert review period, for example, “every three months”)

Next review date: