

## Job Description

JOB TITLE .....

LOCATION .....

### **Job Overview**

[Describe in one or two sentences what the position involves within your organization]

- 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. experienced 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: XXX
- E.g. minimum of 1 year’s customer service experience required