

(Name of the Organization)

JOB DESCRIPTION TEMPLATE

Designation:	Function:
Grade:	Reporting To:
Direct reports:	Indirect reports:

Position: New / Replacement

Job Description:

Functions:

(Name of the Organization)

Day to day activities:

Performance Metric:

Authorities:

(Name of the Organization)

Responsibility:

Growth & Development:

Educational Qualification:

Core Skills & Competencies:

(Name of the Organization)

Background / Experience:

Industry Preference:

Tools Used:

(Name of the Organization)

Audit / Timely Checks:

Interdepartmental Co-ordination:

Hiring Manager:

Final Interview Panel:

(Name of the Organization)

Approved by Department Head	Authorized by COO
Name:	Name:
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Signature:	Signature:
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