

Job Description Template

Job Title	
Department	
Location	
Reports To	

Job Overview

Core Job Tasks

e.g.

- Prepare the monthly management report each month and circulate one week prior to the monthly SLT meeting.
- Answer phone calls, schedule meetings and greet visitors.

Organisational Role

e.g.

- Respond to customer enquiries with the aim of finding a solution.
- Collaborate with other teams as required to support the continuous improvement of the business.

Responsibilities

e.g.

- Responsible for developing the administrative team, ensuring they have the skills to effectively meet the needs of the organisation.
- Responsible for ensuring the organisation meets its health and safety obligations.

Key Objectives

Outline the outcomes that will demonstrate the success of the role holder.

Skills and Abilities