**COMPANY NAME**

**JOB DESCRIPTION FORM**

|  |
| --- |
| Job Description |
| Job Title: |       |
| Department/Location: |       |
| Reports to: |       |
| Staff Responsibilities:      |
| Hours of work: |       |
| Salary Range: |       |
| Summary of Position:       |
| Primary Responsibilities |
|       |       |
|       |       |
|       |       |
| Personal Specification |
|  | **Essential** | **Desirable** |
| Qualifications & Training |       |       |
| Experience |       |       |
| Qualities and Attitude |       |       |
| Product Knowledge |       |       |
| Competencies (see Interview Guidance Notes) |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
| Prepared by |
| Name:  |       | Signature:  |  | Date: |       |
| Title and/or Department: |       |

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

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