

# // JOB DESCRIPTION

JOB TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE OF COMMENCEMENT: \_\_\_\_\_

REPORTING TO: \_\_\_\_\_

EMPLOYMENT STATUS:

- EMPLOYEE  
 FREELANCER  
 WORK EXP.

## JOB DESCRIPTION:

Type here what the job description, purpose and objectives are.

## ROLES & RESPONSIBILITIES:

ROLE- (Responsibility) \_\_\_\_\_

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**EXPECTATIONS:** The [INSERT JOB TITLE HERE] \_\_\_\_\_ is expected at all times to:

Eg. Be punctual for all commitments, to work well with team members, etc.

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**CHARACTERISTICS:** Eg. Strong task management, hard-working attitude, etc.

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**OUR COMMITMENT TO YOU:** Eg. To provide you with an OH&S compliant workspace, To have a positive environment.

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## AGREEMENT:

I have reviewed and determined that this job description accurately reflects the position.

EMPLOYER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

EMPLOYEE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_