

# Job Descriptions

A job description is a helpful, plain-language tool for describing a position's tasks, duties, functions, and responsibilities. It specifies who does a certain type of work, how that work is to be accomplished, and the work's frequency and purpose in relation to the organization's mission and goals.



## Job Description Definition & Meaning

Job descriptions refer to the total of different tasks that must be completed in work and the recurrence with which those tasks are done over a set period of time.

It can also explain how success in the position is measured so that it can be referenced in performance evaluations.

## What Is a Job Description?

A job description is essential when advertising for potential candidates for your firm. It helps potential employees understand their responsibilities and duties within your company. Without a clear job description, a candidate will have a tough time deciding whether or not he is a good fit for your specific job posting.

## 10 Types of Job Description

### Advisor Job Description

An [advisor job description](#) is a document that contains all of the details of an organization's advisor employment role. Advisors can take on many roles, such as business advisors or academic advisors. Business advisors are the ones that are responsible for planning and executing business strategies for operational efficiency, while academic advisors are the ones that help students achieve their educational goals by working closely with them.

## PROFESSIONAL ACADEMIC ADVISOR JOB DESCRIPTION

### Job Role and Summary

A Professional Academic Advisor is responsible for supporting students' achievement and increasing student numbers and engagement. He/She encourages and develops services, recommends learners at risk, seeks significant resources with the main purpose of helping learners to make rational decisions regarding their academic priorities. The role is also accountable for assessing, tracking, and reviewing the student's academic success.

### A. Duties and Responsibilities

1. Responsible for establishing regular student detailed reports.
2. Educates students in the investigative conversations offered in specific research areas
3. Evaluates the phase of development of the individual and encourage the growth of the pupil by recognizing acceptable behavioral functions;
4. Recognizes student choices to meet coursework, reviews and provides information on requests and improvements to the pupil's study course, and supports students in completing their studies.
5. Analyzes and describes the protocols of high school and university, engages in enrollment planning, and provides institutional knowledge during registration to new students and faculty.
6. [Specify Additional Duties & Responsibilities Here]

### B. Skills

1. Must be familiar with basic interviewing and advising procedures.
2. Must be highly knowledgeable of the enrollment processes and evaluation of credentials.
3. Must have superb communication and analytical skills.
4. Ability to utilize Microsoft Office, PeopleSoft, and G-Suite.

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## Architect Job Description

An architect has the necessary abilities and competencies to create a well-planned building, making them indispensable in all types of construction projects. An [architect job description](#) document usually lays out the key roles and responsibilities of an architect, as well as their desired attributes. The key responsibilities that are listed in this document usually include generating feasibility reports, assessing the environmental effect, developing project ideas, estimate costs, set timeframes, and supervise building processes.

## FUNCTIONAL ARCHITECT JOB DESCRIPTION

### Job Role and Summary

Functional Architects provide several solutions to application designs and to manage the team in order to make the project team as efficient as possible. They make design solutions that can provide the best functional performance including implementation and completion of the said solution. Functional Architects also participate in the development of the design plan and ensure that it is achievable and reachable.

### A. Duties and Responsibilities

1. Give application designs in certain design projects and implement them as needed.
2. Work with other teams like business development, developer resources, and other essential teams in order to create a network of teams and make solutions that are highly realistic and can be implemented.
3. Make interviews with clients and secure a bond with them since they are the ones who need your services.
4. Organize several trainings like how to make outputs, how to administer projects, and how to prepare solutions with other members of the team.
5. Discuss the rules or guidelines to staff and personnel of the team.
6. Give rough estimates, timelines, schedules, or designs and present them thoroughly to the team in order to let them understand your side.
7. Attend meetings and gather as much information about the agenda to prevent miscomprehension about certain issues about the project.
8. [Specify Additional Duties & Responsibilities Here]

### B. Skills

1. Problem-solving skills are basic skills needed in this job position since they often work with certain design issues or concerns.

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## Auditor Job Description

Auditors help enterprises improve their operations' accuracy, efficiency, or quality. An [auditor job description](#) lays out the key roles and responsibilities of an auditor, which include ensuring compliance with internal control procedures, verifying assets and liabilities, and completing audit work papers. This type of document should be clear and ideal if a firm wants to recruit an outstanding auditor.

## RESTAURANT AUDITOR JOB DESCRIPTION

**JOB TITLE:** RESTAURANT AUDITOR

**COMPANY BACKGROUND:**

[INSERT COMPANY BACKGROUND]

**JOB SUMMARY:**

[SPECIFY YOUR RESTAURANT NAME] wishes to appoint a Restaurant Auditor to be assigned in the internal audit unit. The Restaurant Auditor will be a committed professional who will report directly to the general manager and will be expected to contribute to the successful delivery of the annual plan of the internal audit activity of [SPECIFY YOUR RESTAURANT NAME]. The Restaurant Auditor is responsible for the review, development and performing of internal audit procedures and preparing internal audit reports reflecting the results of the work performed. The task of a Restaurant Auditor will also include coverage of functional and operating units, focusing on financial and operational processes.

The Restaurant Auditor should have the ability to participate in the audit planning and risk rating processes, prepare all audit work paper sections, discuss audit findings and prepare draft audit reports.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform and control the full audit cycle including risk management and control management over financial reliability, operations effectiveness, and see to it that all applicable directives and regulations are complied with.
- Adequately analysing and documenting all information systems and related controls, and developing an appropriate audit program to test the controls identified.
- Preparing draft audit reports in good form, with recommendations, appraisals, or analyses that will assist the [SPECIFY HEAD] with the proper discharge of his or her responsibilities.
- Determine internal audit scope and develop annual plan.
- Identify complex problems and review related information to develop and evaluate options and implement solutions.

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RESTAURANT



## Cashier Job Description

A cashier is an employee that handles payments and receipts in a store, bank, or any other business. Customers can also get help from them by explaining or recommending things, answering queries, and completing exchanges or refunds. A [cashier job description](#) document should explain the main role of a cashier, which is to help the customers in their check-out process.



## RETAIL CASHIER JOB DESCRIPTION

### JOB ROLE AND SUMMARY

Retail Cashiers handle retail transactions. They are responsible for greeting consumers, collecting payments, scanning products, and entertaining inquiries. Retail cashiers are primarily the direct contact of customers in the brick and mortar type of business. They are also in charge of ringing up the product sales for the consumers. Often, retail cashiers, as well, do cleaning in the retail premises and arranging of the products— making sure that everything is well-positioned and labeled.

### A. Duties and Responsibilities

1. Greets customers upon transaction and responds to their questions and issues.
2. Administers sale transactions between the consumers and the company.
3. Operates transaction devices such as scanners, cash registers, and point of sale (POS) terminal.
4. Processes credit and debit means of payment.
5. Examines product defects from the purchased items and processes exchanges and refunds.
6. Issues receipts of the purchased items and handles coupon or voucher deals.
7. Helps stock products near the cash register and makes sure that the products are organized and correctly labeled.
8. Carries out daily, weekly, and monthly audits of the company's financial intakes and drawers.
9. [SPECIFY ADDITIONAL DUTIES AND RESPONSIBILITIES HERE]

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## Coach Job Description

A coach can undoubtedly help all team members, whether on a high school basketball team or a workplace project team. A [coach job description](#) document lays out the ideal attributes and responsibilities of a coach, such as planning, organizing, and delivering a range of activities and programs for individuals and teams. Sports coaches, for example, educate teams on their different athletic engagements' governing rules and procedures.

## BASEBALL COACH JOB DESCRIPTION

### Job Role and Summary

A Baseball Coach is responsible for leading and organizing the baseball team. He/She ensures that the team achieves victory by monitoring their training, teaching them effective baseball techniques, creating new game plans, and deciding on lineups. This position is also in charge of coordinating with parents and school administrators in regards to the team's progress and concerns.

### A. Duties and Responsibilities

1. Teaches the baseball team about the fundamentals of baseball and any advanced baseball techniques they need to learn.
2. Organizes coaching, training, and game schedules and ensures that they will not interfere with the academic obligations of the players.
3. Researches and suggests warming up, work out, and diet methods so that players can maintain good health and improve their endurance.
4. Handles and solves internal conflicts and issues while creating and implementing disciplinary and safety rules for the team.
5. Prepares budgets for the team's travel expenses, monthly supplies, game allowances, etc.
6. Motivates players to improve their performance in both academic and extracurricular activities.
7. Manages and maintains good relationships with the players, their parents, and the school heads.
8. [Specify Additional Duties & Responsibilities Here]

### B. Skills

1. Has an excellent ability to manage and lead a team while promoting teamwork and cooperation.
2. Must have an exceptional ability to generate brand-new and effective game strategies.
3. Solid attention to detail and excellent communication skills.

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## Corporate Job Description

A [corporate job description](#) explains an employee's work duties in a corporate context and also covers the position's experience requirements and job level. The contact information of the people who created the job description is also provided so that candidates may meet with the recruiting team to be considered for the position. It employs a lot of business jargon and is precise to attract the proper persons who grasp the job description's concept.

## CORPORATE PLANNER JOB DESCRIPTION

### Job Role and Summary

Corporate planners are responsible for assisting the corporate team in ensuring strategies and resources to meet corporate targets and objectives in the industrial world. They do this by using a more systematic approach, so the company is capable of making better decisions. They establish and recommend plans and strategies to improve the business on its policies, regulations, and processes for the better.

### A. Duties and Responsibilities

1. Understands and builds the corporation's mission, vision, and strategy.
2. Establishes plans and strategies on materializing and determining business proposals.
3. Observes the company's competitors for analyzation of threats and possible opportunities at hand.
4. Ensuring all plans and strategies to meet the goals and objectives of the company.
5. Assists management in any organizational changes necessary for improvement.
6. Guiding senior executives to make impactful and efficient decisions for the company.
7. Formulates a prognosis for the company's progress.
8. Supervises daily operations of the company and the implemented plan and strategy utilized for observational purposes.
9. Stays updated on current corporate trends to incorporate on improving the company's systems.
10. [Specify Additional Duties & Responsibilities Here]

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## Engineer Job Description

An [engineer job description](#) is a structured document that accounts for the functions of a specific engineering position for a company. Such a document helps organizations ensure the relevancy of every job application submitted by combining the paper with the relevant information for candidates. This document lays out some of the key responsibilities of an engineer, which include defining problems, researching, interpreting, and applying solutions to said problems.

## CIVIL ENGINEERING PROJECT MANAGER JOB DESCRIPTION

### Job Role and Summary

Civil Engineering Project Managers are responsible for supervising construction projects. They are also involved in planning and budgeting the project, including proper allocation of the materials and other resources. Civil Engineering Project Managers usually work with engineering firms and in the government agencies that usually work on making public infrastructures.

### A. Duties and Responsibilities

1. Manage construction projects and their phases in a given time frame
2. Review the construction project and provide approximations with the budget
3. Supervise the area and negotiate with the contractors, architects, and other construction managers in order to fully accomplish the project
4. Create progress reports, budget plans, and other construction-related concerns
5. Follow rules or protocols in building infrastructures in order to prevent legal issues during the project
6. [Specify Additional Duties & Responsibilities Here]

### B. Skills

1. Excellent leadership skills most especially when supervising the team and can work well with people
2. Strong analytical skills is a must in order to fully understand the flow of the project and communicate it efficiently to the team
3. Knowledge in [CAD software and Microsoft Office applications] so that project plans and other implementation processes can be properly provided and understood
4. Above-average in multitasking and decision-making is also a must

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## Supervisor Job Description

Aside from the human resources department, businesses require individuals who engage closely with employees to acknowledge them for a job well done and remind them of their tasks when they appear to be veering off course. This duty is best performed by a supervisor who is a member of the leadership team. A [supervisor job description](#) document lays out their key roles and attributes, such as handling administrative responsibilities such as filing, creating reports, and procuring office supplies in the case of an office supervisor.



## DRIVER SUPERVISOR JOB DESCRIPTION

### Job Role and Summary

A Driver Supervisor is in charge of supervising vehicle operators to ensure performance efficiency. He/She leads vehicle inspections to check if the company vehicles are fully functional, ensures that employees are complying with the legal driving rules and regulations, and solves any issues encountered that are vehicle-related.

### A. Duties and Responsibilities

1. Creates timetables and assigns driving routes for workflow efficiency and optimization.
2. Performs regulars vehicle inspection and ride evaluations to ensure that both drivers and passengers are adhering to the state and company safety rules and policies.
3. Assists in solving problems and issues regarding anything vehicle-related
4. Reports to the manager or director on any vehicle-related incidents such as vehicular accidents, theft, violence, robbery, and more.
5. Facilitates regular meetings, calibrations, and evaluations to improve employee productivity.
6. Collaborates with the vehicle maintenance department in determining and eliminating any dangerous conditions that company vehicles might be afflicted with.
7. Trains newly hired drivers and enhance their knowledge by having them participate in different conferences, meetings, and seminars.
8. [Specify Additional Duties & Responsibilities Here]

### B. Skills

1. Should have exemplary leadership and management skills.
2. Possesses exceptional verbal and written communication skills.
3. Has outstanding monitoring and decision-making skills.
4. Must have good negotiating and analytical skills.

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## Teacher Job Description

A [teacher's job description](#) is a document that outlines the tasks, responsibilities, abilities, and competencies required to be qualified for the profession. A teacher's duties are establishing a thorough curriculum, scheduling daily activities, and helping students with assignments. They also work with parents and other staff members to establish a secure and enjoyable learning environment for children, especially after-school teachers.

## EXPERIENCED TEACHER JOB DESCRIPTION

### Job Role and Summary

The Experienced Teacher is responsible for cultivating the academic interests of students. His/her duties include but are not limited to creating age-appropriate lesson plans, implementing teaching and learning techniques that are suitable for the maturity level of the students, performing assessments to evaluate learner's academic growth, and creating a classroom environment that is conducive to learning.

### A. Duties and Responsibilities

1. Manage the behavior of students within the classroom by developing and enforcing rules and directives.
2. Facilitates classroom discussions and encourages the participation of all students.
3. Establish and communicate clear objectives for all lessons, projects, and units to students.
4. Keep accurate and timely records of students' academic performance and communicate them to their parents or guardians.
5. Present a variety of instructional materials to students.
6. Conduct oral and written assessments to determine students' strengths and weaknesses and to facilitate learning.
7. Develop lesson plans considering the individual learning needs, styles, preferences, and capabilities of students.
8. [Specify Additional Duties & Responsibilities Here]

### B. Skills

1. Strong verbal and written communication skills.
2. Excellent interpersonal, presentation, organization, and time management skills.
3. Exceptional teaching skills.

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## Trainer Job Description

A [trainer job description](#) lists out the key responsibilities and ideal attributes that a company is looking for when they hire a trainer, such as evaluating employee performance, creating training programs to address skill gaps, and preparing learning materials for programs. A trainer can be a corporate trainer or a physical trainer. A corporate trainer is a professional responsible for enhancing a company's production through imparting new skills and information to employees, while a physical trainer is responsible for creating and delivering safe and effective exercise programs for clients.

## PHYSICAL TRAINER JOB DESCRIPTION

### Job Role and Summary

A Physical Trainer aids clients in achieving their desired physical appearance. He/She does so by scheduling or plotting a fitness program such as cardio exercises and muscle building routines in a gym. During the gym sessions, a Physical Trainer instructs and guides clients on how to execute the routines and exercises properly. Other than training and instructing, he/she may also provide health and diet advice to clients in helping them lose/gain weight.

### A. Duties and Responsibilities

1. Takes note of clients' needs regarding the physical appearance they desire to achieve.
2. Creates an effective fitness program that helps clients achieve their desired physical appearance within the shortest possible time.
3. Meets with clients in the gym or fitness facility on a daily or weekly basis, depending on the program.
4. Guides clients on every drill and routine.
5. Teaches clients on the proper execution of the exercises to maximize effectivity and for safety purposes.
6. Motivates clients to continue and finish the fitness program until their desired physical appearance is achieved.
7. Monitors the physical changes of clients as the program progresses.
8. Provides diet advice to clients.
9. Keeps in contact with clients after the program and provides them further advice in maintaining their physical appearance.
10. [Specify Additional Duties & Responsibilities Here]

### B. Skills

1. Highly capable of formulating effective fitness regimens.

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## **Job Description Uses, Purpose, Importance**

The job description outlines the core job functions and the skills, knowledge, abilities, and other qualities required for successful job performance. Job descriptions must be updated regularly to reflect the employee's current assigned duties. The job description is used in the recruiting, selection, training, and performance assessment processes, as well as to determine the most appropriate classification.

## **Highlights a Potential Employee's Skills and Competencies**

It will outline the job's duties and responsibilities. Once written, a job description can be used to interview applicants, orient new employees, and evaluate work performance. It also specifies any technical or educational criteria that could be necessary or desirable in the work environment that you are striving to maintain.

## **Demonstrate a Firm Grasp of the Tasks and Responsibilities of a Specific Role**

It is beneficial not only for applicants interested in the position but also for management in determining the activities required to attain organizational goals. An ideal job description defines the roles about what is expected of them by clearly identifying the task to be done in connection to the broader goals of the work unit. The role and responsibilities are useful for defining training needs and performance evaluation criteria.

## **Protect a Company Legally and Explain Why an Applicant Was Chosen or Not for a Position**

Job descriptions can also justify why a position is considered exempt or non-exempt under the Fair Labor Standards Act (FLSA). By describing a position's requirements and establishing clear performance standards, the job description will help justify your hiring decisions and minimize your organization's exposure to costly lawsuits. The criteria in evaluating employee performance must be closely connected to the functions and responsibilities established via job analysis to be legally defensible.

## **Ensure Departments Understand How Job Roles and Functions Serve the Organization**

This will improve overall team engagement and remind employees of the importance of other business players. It is vital to precisely define a role through a job description to place the right and qualified person in the right place and at the right time. This helps the company and the employee understand exactly what must be delivered and how.

## **Lay the Groundwork for Ongoing Performance Management**

It is much easier to monitor the success of new employees and guarantees that particular benchmarks are attained when position duties and responsibilities are clearly defined. Establishing the duties, responsibilities, and qualifications required for each position in your firm is critical in evaluating performance metrics. A job description defines expectations and serves as a contract between you and your employee.

## **Set Boundaries for Employee Duties and Responsibilities**

This guarantees that new (and current) team members are not accomplishing more than they are rewarded for. Boundaries help employees connect, allowing them to focus on their tasks and respect those in higher and lower positions. A respect barrier encourages individuals to speak out, share ideas, and provide creative solutions to issues without fear of mockery or shame.

## **What's in a Job Description? Parts?**

### **Job Title**

The job title is a concise description of the work (1–4 words) that reflects the job's content, purpose, and scope and is congruent with other job titles.

### **Job Purpose**

The job purpose summarizes the position, degree, and scope of responsibility in three or four phrases. This is the “bird's eye view” of the role.

## **Job Responsibilities and Duties**

This section describes the job's tasks and responsibilities, generally known as the fundamental functions.



# Job Description Anatomy

Job Title

SALES REPRESENTATIVE  
WHOLESALE JOB DESCRIPTION

Job Responsibilities and Duties

## JOB DESCRIPTION

Job Position/Title: [SPECIFY JOB TITLE HERE] Department: [SPECIFY DEPARTMENT HERE]  
Reports to: [SPECIFY HERE] Working Days and Hours: [SPECIFY HERE]  
Salary: \$(AMOUNT)/ month Others: [SPECIFY HERE]

## DUTIES

- ☐ Provide satisfactory answers to customers with questions regarding the company's products, services, prices, uses, and so on.
- ☐ Assist customers in finding the suitable products or services that will address their needs.
- ☐ Determine prospective clients for the company by attending trade conferences, seeking references from current customers, and utilizing business directories.
- ☐ Initiate contact with and persuade new, prospective customers to purchase products and/or services provided by the company that best suit their preferences.
- ☐ Constantly update current and regular clients about new products and/or services being offered by the company.
- ☐ Constantly develop new strategies and innovations with fellow employees, such as:

[SPECIFY STRATEGIES AND INNOVATIONS HERE]

- ☐ Prepare sales contracts for the company.
- ☐ Negotiate sale agreements in terms of the prices and services it offers.
- ☐ Negotiate price and service offerings.
- ☐ [SPECIFY OTHER DUTIES AND RESPONSIBILITIES HERE]

Job Purpose

# How to Design a Job Description?

1. Choose a [job description size](#).
2. Determine the most essential duties.
3. Select a [job description template](#).
4. Organize the data concisely.
5. Add the disclaimer.
6. Finalize.

# How to Design a Job Description?

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STEP  
**01**

Choose a job description size.

STEP  
**02**

Determine the most essential duties.

STEP  
**03**

Select a job description template.

STEP  
**04**

Organize the data concisely.

STEP  
**05**

Add the disclaimer.

STEP  
**06**

Finalize.

## **Job Description vs. Resume**

A job description (or job profile) is a document describing the job criteria and duties for a specific job post to aid hiring managers in screening hundreds of resumes and selecting competent individuals for interviews.

A resume, on the other hand, is a job application tool that summarizes a person's professional experience, skills, and achievements in a more condensed format.

## **What's the Difference Between Job Description, Job Specifications, and Role Description?**

A job description outlines the duties, responsibilities, and functions of certain employment within a company that provides fundamental information about the position.

A job specification is a declaration of an individual's credentials, personality qualities, competencies, and so on that are required to perform the job as it explains the qualifying standards for the specific post.

Role specification is similar to job specification in that it gives information about the type of applicant suited for a given position.

## **Job Description Sizes**

Below are the common job description sizes that you can use in making this document. These are standard job description sizes.

- US – letter (8.5×11 inches)
- A4 size (8.27×11.69 inches)

# Job Description Sizes

 **TEMPLATE.NET**

TYPE OF DOCUMENT	SIZES
Letter	8.5 × 11 inches
A4	8.27 × 11.69 inches

## Job Description Ideas & Examples

Job description documents are relatively easy to make, and it's made even easier when one has a reference to look at when working on this document. Try to take a look at all of these [job description ideas](#) and examples, it can be a great help:

- Job Description Ideas and Examples
- Accountant Job Description Ideas and Examples
- Drafter Job Description Ideas and Examples
- Job Description Ideas and Examples for Technician
- Ideas and Examples for Supervisor Job Description
- Manager Job Description Ideas and Examples
- Tips and ideas for Freelancer Job Description with examples
- Job Description Ideas and Examples for designer
- Editor Job Description Ideas and Examples
- Inspector Job Description Ideas and Examples

## **FAQs**

### **Why should HR leaders care about job descriptions?**

It gives a comprehensive grasp of the duties and responsibilities of a specific role which is beneficial for applicants interested in the position and management in determining the actions required to attain organizational goals.

### **What is the software engineer job description?**

Software engineers are concerned with applying engineering concepts to software development, and their responsibilities include analyzing and modifying existing software and developing, building, and testing end-user applications to suit user requirements all using software programming languages.

### **What to include in a job description?**

The following elements are included in a job description: job title, job purpose, job duties and responsibilities, required qualifications, preferred qualifications, and working conditions.

### **What happens if you don't have a job description?**

Without a proper job description, an employee will struggle to understand what is expected of him, and a manager will battle to offer an accurate and effective appraisal.

### **Who should access a job description?**

Supervisors, managers, executives, and even employees should also access their subordinates' descriptions.

## **What makes your job descriptions stand out?**

Well-written job descriptions highlight the position's influence, autonomy, and decision-making abilities as they help applicants understand the role's boundaries and demonstrate the scope of the candidate's skill and ingenuity.

## **How do I write my own job description?**

Start by deciding what you want to do and determining whether a new role is required, and from there you can make a job title and make your way through.

## **How many duties should be listed on a job description?**

Job Duties that are carefully stated and ordered can accurately portray a job's complexity and scope, and a typical position will have three to five major duties or significant accountabilities.

## **What is the objective of the job description?**

A job description's objective is to accurately describe the requirements and duties of a position within an organization that is useful to determine the worth of a position to the company as well as what that position would be paid in the wider market.

## **How can I make a PDF job description?**

Begin by opening Acrobat > Tools > Create PDF > Choose File > Next > Convert to PDF > Save.