**JOB DESCRIPTION TEMPLATE**

|  |
| --- |
| **JOB OVERVIEW** |
| **JOB TITLE** |  |
| **DEPARTMENT** |  |
| **LOCATION** |   |
| **REPORTS TO** |   |
|  |  |
| **GENERAL JOB DESCRIPTION** |
|   |
| **DUTIES & RESPONSIBILITIES** |
|   |
| **EDUCATION & TRAINING** |
|   |
| **KNOWLEDGE & EXPERIENCE** |
|   |
| **SKILLS & ABILITIES** |
|   |
|  |  |
| **WORKING CONDITIONS** |
| **WORK ENVIRONMENT** |   |
| **HOURS / SHIFTS** |   |
| **SALARY** |   |
| **BENEFITS** |   |
| **OTHER** |   |

Download more templates from [SlideModel.com](https://slidemodel.com/?utm_campaign=job-description-template-word)