

STAFF POSITION DESCRIPTION TEMPLATE

Date

JOB TITLE: <Role name> For example, Student Support Officer

JOB TYPE: <Type of employment> For example, Full-time; Part-time; Casual

LOCATION: <Physical address the employee will work at. If the job requires travel, list the primary location> For example, Smithton office

SUPERVISOR/MANAGER: <Who the employee will report to> For example, Office Manager; Shift Supervisor

MAIN DUTIES/RESPONSIBILITIES: <What are the duties and responsibilities of the position?>

For example,

- Coordinate and carry out all office administration including reception, mail, couriers, greeting clients and filing
- Maintain a clean and safe workspace, and abide by workplace health and safety policies and procedures
- Other tasks as directed

SKILLS & EXPERIENCE

Qualifications: <What qualifications, licenses or education level does the employee need?>

For example,

- Diploma or Certificate IV in Business Administration or relevant experience
- First aid certificate
- TAELLN421 Integrate core skills support into training and assessment

Experience: <What type and how much experience is needed?>

For example, 3 years' experience in a similar role or industry

Skills: <What skills are needed for the job, including any technical or interpersonal skills?>

For example,

- Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint and Outlook)
- Excellent verbal and written communication
- Organised and able to meet deadlines

PERFORMANCE GOALS: <What level of performance do you expect from the employee?>

For example,

- Complete administration tasks on time
- Ensure the office is clean and presentable at all times
- Deal with clients, suppliers and other employees professionally at all times