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JOB DESCRIPTION			
Job Title:		Location:	
Department:		Division:	
Effective Date:		Revised Date:	
Employee Name		Starting Date	

1- JOB PURPOSE

2- LINES OF REPORTING
<p><i>(Include the org chart and the current position)</i></p>

3- ORGANIZATION RELATIONSHIP
<p><i>(Contacts inside the company)</i></p>

4- DUTIES AND RESPONSIBILITIES

5- JOB REQUIREMENTS

I. Education Level:

II. Experience :

III. Required Competencies:

Technical	Behavioral	Managerial	Leadership
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IV. Working Conditions:

a. Environmental Conditions:

b. Physical Conditions:

6- MATERIALS USED

Tools used in this occupation:

-

Technology used in this occupation:

-

I have received, read, and understand the Job Description

Employee Name/Signature _____

Date _____

Direct Supervisor Name/Signature_____

Date_____