

Job Description - Company name

Job title:	Insert job title
Location:	Where is job located? Any travel etc?
Terms:	Perm/contract? Hours? Full/part time?
Salary/rate:	Include remuneration if possible
Requirements:	Any special requirements such as weekend work
About us:	Brief description of your organisation, such as what markets they operate in, products and services offered, mission statement, culture and values etc.
About the role:	High level summary of the role including an overview of the job's main purpose, who the job holder will report to and how the job contributes to the organisation's success. In larger firms, some information about the department the role sits within would be helpful.
Responsibilities:	<ul style="list-style-type: none">• Bullet pointed list of the job holder's main responsibilities• Focus more on broad responsibilities than specific tasks• Who will they liaise with? What will they manage?• What work or results will they be accountable for?• Aim for 6 - 10 concise bullet points in this section
Candidate requirements:	<ul style="list-style-type: none">• Bullet pointed list of skills, experience and qualifications successful candidates will need• Be specific as possible, using numbers where possible (e.g. experience managing teams of 10 or more)• Don't ask for anything that discriminates against personal traits such as age or sex