**POSITION DESCRIPTION**

**JOB TITLE:** *<iEvolve Role>*

**JOB TYPE:** *<Type of employment> e.g. Full-time; Part-time; Casual*

**WORK LOCATION:** *<The physical address that the employee will work at. If the job requires travel, state the primary location> e.g. Sydney/Melbourne/Brisbane etc?*

**SUPERVISOR/MANAGER:** *<Who the associate will report to>*

**MAIN DUTIES/RESPONSIBILITIES:**

*<Outline the day to day tasks, duties and responsibilities of the position. Be as detailed as possible>*

*e.g.*

* *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, licences or education level does the employee need?>*

*e.g.*

* *Diploma or Certificate IV in Business Admin or relevant experience*
* *First aid certificate*

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

*e.g. 3 years previous experience in an similar role/industry*

To be signed by the associate’s on site manager/supervisor (Australia)

**Signature: Date:**

**Name:**

**Title:**

**Email (TCS and client ID):**