

## Job Descriptions

**Directions:** You will be creating two essential job descriptions for your future business. Each job description needs to list responsibilities and tasks the position requires, and key qualifications of the job (specific skills and education level required). You may write your job descriptions on paper, or upload as a Google Doc.

Please include *at least* the following in each job descriptions:

- Title of the position
- Compensation (hourly wage or annual salary)
- If hourly, is over-time available?
- Reports to (the supervisor or boss of this position)
- Overall responsibilities (description of what this position is required to do)
- Term of employment (full-time, part-time, seasonal, etc) and include if benefits are available such as medical, dental, vision, vacation time, sick leave, etc.
- Qualifications (necessary skills)
- Education level necessary

### ***Sample job description:***

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**Title of the position:** Mailroom Clerk

**Compensation:** \$12.00 per hour. No over-time available for this position.

**Reports to:** Building Services Supervisor

**Overall responsibility:** Supervise mailroom staff and interface with all levels of management regarding mail and supply deliveries

### **Key areas of responsibility**

- Maintain established shipping/receiving procedures
- Sort and distribute mail on a timely basis
- Maintain all photocopiers, fax machines, and postage meters
- Order, store, and distribute supplies
- Facilitate all off-site storage, inventory, and record management requests
- Document current policies and procedures in the Mail Department as well as implement new procedures for improvement
- Oversee the use of a company van when needed
- Ensure that water and paper is available for customers on a continuous basis

**Term of employment:** Full-time position (Medical, dental, vision, and 2 weeks paid vacation)

### **Qualifications**

- Strong sense of customer service
- Good organizational skills
- Ability to lift a minimum of 25 pounds
- Supervisory experience in a corporate mailroom environment
- Good driving record

### **Education level:**

- At least a high school diploma or GED

- Associates degree preferred (compensation will increase with further education)