

# Job Description Template

## 1. Job Brief (About the Role)

{{Company Name}} is hiring a {{Job Title}} to {{one-line purpose of the role}}. This role reports to {{Reports To}} and works closely with {{teams or departments}}.

*Three or four sentences: the team, who the role reports to, and why this position exists. Skip generic openers like “We are looking for...”.*

## 2. Responsibilities

- {{Primary responsibility — start with a verb and name the outcome}}
- {{Day-to-day task this role owns}}
- {{Cross-functional work or stakeholders involved}}
- {{A measurable result this role is accountable for}}
- {{Tools, systems, or processes this role runs}}

*Eight to twelve bullets, each starting with a verb. Keep them specific to the day-to-day work, not aspirational filler.*

## 3. Requirements & Skills

- {{X}}+ years of experience in {{field or function}}
- {{Required license, certification, or degree}}
- Proficiency with {{systems / tools the role uses daily}}
- {{A skill that is genuinely required, not aspirational}}

*List the must-haves: experience, licenses or certifications, the systems and tools used, and any physical or shift realities.*

## 4. Nice-to-Have

- {{Optional skill that would help but is not required}}
- {{Optional credential or domain experience}}

*Two to four genuinely optional items. Keep them strictly separate from Requirements so they don't deter good applicants.*

## 5. Compensation & Benefits

Pay range	{{Salary Range}}
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*Enter a pay range from local market data — do not leave it blank. Pay transparency improves applicant quality and is now required in many states.*

## 6. Schedule & Work Environment

- {{Full-time / part-time}}, {{shift pattern or core hours}}
- {{On-site / hybrid / remote}} at {{location}}
- {{Travel, overtime, or physical requirements, if any}}

*Be honest about shifts, weekends, overtime, and the physical environment. Realistic expectations reduce early turnover.*

## 7. How to Apply

To apply, {{application instructions — e.g., send a resume and short cover note to careers@company.com}}.

{{Company Name}} is an equal opportunity employer. We celebrate diversity and are committed to an inclusive workplace. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law.