Compensation Matters™: Sample Job Descriptions/Formats

Job Description Format Definition: A standardized template used to create a job description. Key sections typically include: 1) Identifying Information, 2) Job Summary, 3) Job Responsibilities, 4) Job Requirements, 5) Approvals, and 6) a Disclaimer Statement.

If you are creating a job description format from scratch, an online search will offer plenty of sample templates. There is no right or wrong format and it often comes down to personal preference. However, ensure the format is easy to use and update, as job descriptions will change frequently, and you'll need the ability to make both individual and global changes easily.

Job descriptions can be written in two ways: as generic descriptions that apply to multiple departments and incumbents, or as specific descriptions tailored to a few or a single incumbent. Below is an example of a generic job description for an Administrative Assistant, suitable for use across multiple departments.

Job Description:

XYZ INC.

Job Title:	Administrative Assistant	**Date:**	January 1, 20xx
Area:	As Assigned	**FLSA:**	Non-exempt
Department:	As Assigned	**Office:**	
Primary report to:	As Assigned	**Secondary report to:**	As Assigned

Job Summary:

Performs a variety of administrative functions to maintain the smooth daily operations of the assigned department/office. Supports management and staff by processing a variety of paperwork and assisting in the administration of department/office processes. Maintains assigned department/office records and files.

Essential Job Functions:

1. Provides administrative support to management and staff. Answers phones and takes and relays messages. Opens, sorts and distributes mail. Prepares a variety of confidential correspondence as requested. Coordinates travel schedules, meetings, meals and office events.

2. Acts as a backup for other administrative positions within the department/office to assist with office workflow, or in the absence of other administrative staff members.

3. May provide assistance with administrative procedures such as time and attendance tracking, monitor time and attendance program for accuracy, and track requests for time away from the office.

4. Compiles and processes expense reports. Monitors membership to professional organizations; prepares check requests for meeting/seminars.

5. Compiles and processes vendor invoices and troubleshoots vendor concerns/complaints.

6. Establishes and maintains confidential employee files and records and maintains departmental lists.

7. Assists with the preparation of materials for meetings/seminars and in the preparation of budget materials/ spreadsheets.

8. Maintains thorough knowledge of the office's/department's policies and procedures and current knowledge company rules and regulations.

9. Assumes additional responsibilities as requested.

Minimum Job Qualifications:

1. Associate's Degree in a related field such as business management.

2. 2-3 years of related administrative experience.

3. Excellent communication and interpersonal skills in order to respond to requests and exchange information (verbal and written) to and from all levels of company personnel and others.

4. Proficient personal computer skills and knowledge of office software applications.

5. Ability to organize, prioritize and manage multiple tasks and projects simultaneously.

This job description is intended to describe the general nature and level of the work being performed by employees in this job. It is not intended to be a complete list of all responsibilities, duties, and skills required for this job classification.

Approvals:

Human Resources:	**Date:**
Department/Area:	**Date:**

Please note that for generic job descriptions, some of the identifying information fields may initially be labeled "as assigned". This allows flexibility to use the job description throughout the organization. Since the individual responsibilities can vary from department to department, you might see a statement begin with "May do…" as in #4 above. Note the use of boilerplate statements (#8 and 9), with the last statement being the disclaimer statement indicating that the job description is not all-inclusive.

In general, you may find that job descriptions for nonexempt jobs such as the Administrative Assistant will include 6-10 primary duties and may be captured in 1-2 pages. Since exempt jobs are more complex, they may have 8-12+ principal responsibilities as in the sample below for the Marketing Manager which utilizes a slightly modified job

description format. While it's important to provide a complete overview of the job's function, it's best not to go over two pages in length unless absolutely necessary.

Job Description:

XYZ INC.

Job Title:	Marketing Manager	**Date:**	January 1, 20xx
Department:	Marketing & Business Development	**FLSA:**	Exempt
Reports to:	Director of Marketing	**Job level:**	10

Job Summary:

Assists the Director of Marketing to develop and execute high quality marketing campaigns, initiatives and events to promote the company's products and services, and boost the company's recognition, brand and reputation in the marketplace.

Principal Responsibilities:

1. **Human Resources Management.** Manages assigned marketing personnel. Plans, allocates and monitors work and provides input to decisions regarding employment, training and development, performance appraisals and related human resources actions.

2. **Marketing Campaign Management.** Brainstorms with senior marketing management to create fresh advertising ideas. Creates and executes successful marketing campaigns from conception through their final conclusion. Analyzes and presents results to management including recommendations to enhance marketing campaign effectiveness.

3. **New Client Presentation Materials**. Works closely with company departments to prepare presentation materials for prospective clients including off-the-shelf and custom-designed materials. Oversees periodic updates of marketing materials, including current descriptions of the company's areas of expertise, products and services.

4. **Marketing Channel Management.** Manages and maintains marketing information and produces engaging materials including descriptions of products and services, newsletters, and articles about the company for print and online publication. Experiments with various organic and paid advertising campaigns and analyzes results to determine the most effective marketing channels.

5. **Key relationship Management.** Identifies and builds strategic relationships with key industry players, agencies and vendors.

6. **Event/Seminar Management.** Manages all details of events including planning meetings, selecting seminar/event site locations, assembling mailing lists, developing invitations, coordinating mailings/RSVPs, collecting and assembling program materials, managing event activities, and providing follow-up recommendations and support to department staff.

7. **Entertainment Management.** Manages all details of company's annual golf tournament for clients. Coordinates scheduling of baseball box including coordinating list of invitees, distributing tickets and making food and beverage arrangements. Obtains tickets to major sporting events and coordinates scheduling. Coordinates client theatre tickets/dinner arrangements.

8. **Budget Responsibility**. Assists in developing the budget and works with Director of Marketing and Accounting Department to track marketing expenditures and maintain department budget.

9. **Research & Analysis.** Maintains current knowledge of trends and developments having an impact upon Marketing and other areas of the company's operations. Researches and recommends new policies, procedures, and systems to enhance marketing productivity and operating results.

10. **Additional Responsibilities.** Assumes additional responsibilities as requested.

Job Requirements:

1. Bachelor's Degree, or equivalent, in Marketing or related field. Advanced Degree preferred.

2. 6-8 years of related marketing/client service experience in a professional services firm.

3. Excellent communications and interpersonal skills and ability to interact effectively with all levels of company personnel and a variety of external entities.

4. Excellent organizational skills and ability to manage multiple assignments simultaneously.

5. Excellent writing skills including grammar, editing and proof-reading skills and attention to detail and accuracy.

This job description is intended to describe the general nature and level of the work being performed by employees in this job. It is not intended to be a complete list of all responsibilities, duties, and skills required for this job classification.

Approvals:

Human Resources:	**Date:**
Department/Area:	**Date:**

Job descriptions for exempt-level positions generally require more detailed information than nonexempt jobs, while still needing to remain concise. Using boilerplate statements, such as the one in Principal Responsibility #1, can streamline the job description writing process. This standard statement can be applied to other managerial positions if relevant. You may also consider creating boilerplate statements for other exempt responsibilities, such as financial management, cross-departmental communication, and staying updated with industry trends and technologies, like in examples #8 and #9.