

# Job Description

## Name of organisation

Use the template below , or a similar one to describe the job.

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**JOB TITLE**

**JOB TYPE** - e.g. Full-time; Part-time; Casual

**LOCATION:** Where will the employee work?

**SUPERVISOR/MANAGER** - Who the employee will report to?

**MAIN DUTIES/RESPONSIBILITIES** - Outline the duties and responsibilities of the position

## SKILLS & EXPERIENCE

**Qualifications** - What qualifications, licenses or education level does the employee need?

**Experience** - What type and how much experience is needed?

**Skills** - List skills needed for the job, including any technical or interpersonal skills

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For information about employer/employee rights and responsibilities, awards rates, templates and guides, please visit <https://www.fairwork.gov.au/>