

Job Description Template

Title	Administrative Assistant, Customer Service Representative
Category	Retail, Hospitality, Office/Clerical, Human Resources, Finance
Location	In person (input physical location), hybrid, remote
Full Time/Part Time/Temporary	Input length of term if temporary with end date.
Closing date	Enter date the job competition will be unposted online.
Key Responsibilities and Activities	Overall summary of responsibilities and activities for the job.
Qualifications	<p>Input requirement for position.</p> <p>GED</p> <p>High School Diploma</p> <p>College Certificate or Diploma (list applicable concentration)</p> <p>University Degree (list applicable majors)</p> <p>Years of related experience</p> <p>Technical Skills</p> <p>Soft Skills (customer service, problem solving, time management, active listening, team work, conflict resolution, effective communication)</p> <p>Certifications</p>
Core Competencies (optional)	Characteristics that everyone in the company is expected to have
Functional Competencies (optional)	Characteristics that are shared by different positions within a company that belong to a common job group or occupational family.
Job Specific Competencies (optional)	Characteristics that only apply specific positions within the organization.
How to Apply	Contact name and email address, instructions on what to include in the subject line