

Job Assignment Template

Manufacturing Operations

Job Title

Employee Name

Department

Assignment Date

Assignment Description

Tasks & Responsibilities

Task	Details	Deadline
<input type="text" value="Task name"/>	<input type="text" value="Brief detail"/>	<input type="text"/>
<input type="text" value="Task name"/>	<input type="text" value="Brief detail"/>	<input type="text"/>
<input type="text" value="Task name"/>	<input type="text" value="Brief detail"/>	<input type="text"/>

Required Materials/Equipment

Safety Guidelines/Notes

Supervisor Name

Supervisor Signature

Employee Signature