

Job Role Responsibility Statement Sheet

Document for summarizing the core responsibilities and requirements of a specific position.

Job Title: _____

Department: _____

Reports To: _____

Prepared By: _____

Date: _____

Job Purpose

Key Responsibilities

- _____
- _____
- _____
- _____
- _____

Key Performance Indicators (KPIs)

- _____
- _____
- _____

Required Qualifications / Competencies

- _____
- _____
- _____

Additional Notes

This sheet is intended for internal use and job clarification only.