

The Simply | Magic Wand Job Description

Job Purpose

What is the purpose of your ideal role?

What does this role bring to the organization/world?

Key Responsibilities

What are the ideal responsibilities of this role?

What does a day in the life of this role look like?

Competencies, Skills, Abilities

What are the key competencies this role uses?

What skills do you employ while executing this role?

What abilities do you possess or would like to utilize in this role?

Reporting Relationships

Who does this role report to? Anyone?

Are there any positions that report into this role?

Who does this role interact with daily?

Who are the key stakeholders who interact with this role?

Work Environment

What are the hours of this position?

What is the environment in which you work?

Where do you work?

Benefits

What are the benefits you receive?

What is your income for this role?

How much vacation do you receive?