**Job Description**

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| **JOB DESCRIPTION** |
| **JOB TITLE** | *e.g. Cellphone Sales Person*  |
| **Company** | *Insert Name of Company* | **Location** | *Insert address* |
| **This role reports to** | *Insert the title (not the name of the person filling role)* | **Positions reporting into this job** | *Insert if applicable* |
| **OVERALL PURPOSE OF THE JOB** |
| *Provide a high level summary of the role e.g. ‘to work as part of a small team in the sale of cell phone contracts and devices to customers’*  |
| **KEY ACCOUNTABILITIES** |
| *List the key responsibilities and activities required e.g. ‘to sell cell phone contracts and devices to customers’*  |
| **EDUCATION AND EXPERIENCE REQUIREMENTS** |
| *List the minimum experience or education required e.g. ‘matric and 3-5 years’ experience in cell phone contract sales’*  |
| **KNOWLEDGE AND SKILLS REQUIRED** |
| *List the minimum knowledge and skills required for the role e.g. ‘ability to advise customers on cell phone products and contracts’* |
| **COMPETENCIES** |
| *List key competencies or attributes required for the job e.g. ‘hardworking, proactive and high energy individual who is able to multitask and work in a team’* |
| **SPECIAL REQUIREMENTS (MENTAL & ENVIRONMENTAL DEMANDS)** |
| *Insert if applicable e.g. ‘will be required to work on Sundays every alternate week’*  |