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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.*
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| **SPECIAL REQUIREMENTS (MENTAL & ENVIRONMENTAL DEMANDS)** |
| * *Insert if applicable*
* *e.g. Will be required to work on Sundays every alternate week.*
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