

Creating a job description

The following is a tool designed to assist you develop a job description.

Version 1 is a completed job description for a position in a retail jewellery company for an individual with the requisite ability to set up in-store displays.

Version 2 is a template that you may fill in to develop other job descriptions

Version 1: Complete

Job Description

Working within the sales department, your role will include communicating with sales people and directly with customers to determine their needs. You will then interpret those requirements and develop attractive designs and layouts.

Layout work for the most part involves using existing templates to structure showcase display that is visually appealing, and supports and maximises the sales of jewellery.

Skill Requirements

- You have a flair for setting up interesting store displays.
- You have excellent communication skills, are comfortable dealing with people in person or on the phone, who frequently are individuals you have never met before.
- You are comfortable with computer tools (your primary working tools will be Visio and Excel). Knowledge of Photoshop is a bonus.
- You have a good understanding of customer sales.
- You can work to deadlines and remain calm under pressure.

Background – experience and education

Ideally, you will have working experience in a jewellery retail environment. Relevant education or training, in a field such as gemmology, is a bonus.

Details

This is a full-time position: 40 hours per week

Compensation

Remuneration: \$35,000 per annum

We also offer an attractive incentive and benefit scheme including health insurance, pension and corporate discounts.

Version 2: Template to be completed

Job Description

Working within the _____ department, your role will be the _____

Level

The successful candidate will be reporting to _____

Duties

You will be responsible for _____ *(List specific duties)*

Skill Requirements

The ideal candidate has a strong background in _____

- You have a flair for _____
- You have excellent _____ skills.
- You are comfortable dealing with _____
- You have a “sales sense” and perhaps look forward to moving to a sales career down the road.
- You can work.

Background – experience and education

Ideally, you have working experience in _____

Relevant education or training, such as in _____, is a bonus.

Details

Include here information regarding hours to be worked – is the role full or part time?

Compensation

Include here information about salary, incentives and other benefits.