**POSITION DESCRIPTION**

|  |  |
| --- | --- |
| **Title**:  | **Date:**  |
| **Company:**  | **Department:**  |
| **Key Internal Communicators:**  |
| **Key External Communicators:** |
| **Reports To:**  |

**Summary of Goals and Objectives of the Position**

|  |
| --- |
|  |
| \*Niveau d'autorite 1 - Entière autorité 2 - Agir et notifier 3 - Agir après consultation 4 - Agir après approbation seulement \*Authority levels: 1 - Complete authority 2 - Act and report 3 - Act only after consultation 4 - Act only after approval |

**Specific Duties/Tasks**

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Knowledge & Skills Essential**

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Knowledge & Skills Desirable**

|  |  |
| --- | --- |
|  |  |
|  |  |

**Minimum Performance Standards**

|  |
| --- |
|  |
|  |
|  |
|  |
| 1.
 |

**Great reference for writing job descriptions** [**https://www.onetonline.org/**](https://www.onetonline.org/)