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| JOB OVERVIEW | | | | | |
| DIVISION | DIVISION NAME ALL CAPS | | | | |
| DEPARTMENT | DEPARTMENT NAME ALL CAPS | | | | |
| JOB TITLE | POSITION NAME ALL CAPS | | | | |
| JOB  LOCATION | Specific to role | COMP STRUCTURE | Salaried  Hourly  Commission | CLASSIFICATION | Exempt  Non-Exempt |
| REPORTS TO | Title of Supervisor | | # REPORTS | Direct: #-#  Indirect: #-# | |
| POSITION DETAILS | | | | | |
| PURPOSE | Summary of the role’s key responsibilities, areas of oversight.  Not the specific duties but the overall accountability and purpose of the position and how it contributes to the success of the organization. | | | | |
| CORE DUTIES | * Bullet point * Bullet point * Bullet point * Bullet point * Demonstrates the company’s values in all aspects of their work performance.   \*Other duties: this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that may be required, or which may change over time, and which can be changed at any time, with or without notice. | | | | |
| SUCCESS METRICS | * Bullet point * Bullet point * Bullet point * Bullet point * Bullet point | | | | |

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| QUALIFICATIONS | |
| EXPERIENCE | * # years’ (Basic, Intermediate, Advanced) experience in skill areas. Note ‘required’ or ‘ a plus’. * # years’ (Basic, Intermediate, Advanced) experience in skill areas. Note ‘required’ or ‘ a plus’. * # years’ (Basic, Intermediate, Advanced) experience in skill areas. Note ‘required’ or ‘ a plus’. * # years’ (Basic, Intermediate, Advanced) experience in skill areas. Note ‘required’ or ‘ a plus’. * # years’ (Basic, Intermediate, Advanced) experience in skill areas. Note ‘required’ or ‘ a plus’. |
| EDUCATION | * Level and Area of education. Note ‘required’ or ‘ a plus’. * Level and Area of education. Note ‘required’ or ‘ a plus’. * Level and Area of education. Note ‘required’ or ‘ a plus’. * Level and Area of education. Note ‘required’ or ‘ a plus’. * Combination of education and experience will be considered. |
| CORE COMPETENCIES | * Soft skill Bullet point * Soft skill Bullet point * Soft skill Bullet point * Soft skill Bullet point |
| WORK PARAMETERS | * Normal working hours fall between 8am – 5pm Central Standard Time. * Evenings and Weekends as required. * Observes National Holidays of country of employment and Office Closures of head office of record. * Driver’s License Required. * Passport and ability to travel in North America x% of time. Single and multiple day with overnights. * Hybrid In Office/Work from Home. * A satisfactory Criminal Record Check may be required. |

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| PHYSICAL REQUIREMENTS | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | *Reasonable accommodations will be made for individuals with disabilities.* | 0% -  24% | 25%-  49% | 50%-74% | 75%-  100% | | Seeing: Must have close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus to read reports, view computer screen, etc. |  |  |  | ⚫ | | Hearing: Must be able to hear and understand speech to interact with others. |  |  |  | ⚫ | | Speaking: Must be able to speak so that others will be able to understand. |  |  |  | ⚫ | | Sitting: Will remain in a seated position for extended periods of time. |  |  |  | ⚫ | | Fingering/Grasping/Feeling: Must be able to perform repetitive tasks with both hands to include keyboarding, handwriting, office/POS equipment and handheld equipment operation. |  |  |  | ⚫ | | Standing/Walking: Will remain on one’s feet in an upright position and move about on foot. |  | ⚫ |  |  | | Climbing/Stooping/Bending/Kneeling/Reaching: Will bend, squat, stoop, kneel, crouch, and reach at or above shoulder level. | ⚫ |  |  |  | | Lifting/Pulling/Pushing: Will lift and carry objects up to 25 lbs.; transport loads of up to 100 lbs. | ⚫ |  |  |  | | Office Work Environment: Company office locations which may include separate offices, workstations, communal workspaces. Home office must be equipped with technical connections and private space to conduct video meetings and securely store office equipment and documents. Will be on camera during video meetings. |  |  |  | ⚫ | | Out Of Office Work Environment: Open retail/warehouse environment; occasional work at new retail locations under construction. Potential exposure to oil, latex, and spray paint, household chemicals, biological odors, and household dusts. | ⚫ |  |  |  | |
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