

Writing file 6

Writing a job description

- 1 Work with a partner. Discuss the following questions.
 - 1 For what purposes do people have to write job descriptions?
 - 2 Have you ever had to write a job description. What for?

- 2 Read the job description through quickly. Decide if these statements about the job are true (*T*) or false (*F*).
 - 1 You have to be a good communicator.
 - 2 You don't need to have any contact with customers.
 - 3 You need to manage the staff in your department.
 - 4 You are supposed to assess the performance of the staff.
 - 5 Your line manager is the Office Manager.

Job description

Title: Office Manager

Department: Events Coordination

Reports to: Managing Director

Overall responsibility:

This position is within the Events Coordination department. The Office Manager has to provide support for the event team, supervising the staff and ensuring the smooth day-to-day running of the department and liaising between all departments.

Key areas of responsibility:

- Maintain channels of communication between department members.
- Liaise between all departments within the company.
- Oversee projects within the department.
- Facilitate the further development of the Event Coordination department.
- Deal with customer enquiries as and when necessary.
- Conduct department staff appraisals.

Term of employment: 12 months

- 3 Would you like this job? Why / why not?

- 4 In the job description in 2, the language is very direct and the company have used bullet points. Rewrite the following job description to make it more direct and clear.

I am a sales representative. I have to visit all the clients on our books and make sure they are happy with our products, and try to get them to use other products in our range. Obviously I do a lot of talking but I also have to be able to listen to the clients' needs and find solutions for them. I need to have a good understanding of all the products in our range and am supposed to keep up with developments in the market. I need to keep the Sales Manager informed and I work closely with other sales reps to make sure everything runs smoothly. All our results are recorded on a spreadsheet and I need to write formal emails regularly.

- 5 Make notes about your own job under these headings.

Title:

Department:

Reports to:

Overall responsibility:

Key areas of responsibility:

Term of employment:

- 6 Write a job description for your own job. Do not put your name on it. Give it to your teacher when you have finished.
- 7 Your teacher will ask you to read a job description written by someone else in your class. Read it and try to guess who wrote it.