

## HR JOB DESCRIPTION TEMPLATE

(Company name)

(Job Title)

Job Title	
Location	
Type of Work	
Salary (optional)	

**About the Company:** (Company name) is a (company type and function). (Write 1-2 lines on what products you sell and what makes you unique).

**About the Role:** (Describe in 1-2 lines what the role entails)

**Job Responsibilities:**

- (In bullet points list the job duties and responsibilities in the position)
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**Candidate Requirements:**

- (Describe the experience, skills, education, and abilities you are looking for in this role.)
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**Preferred:**

- (Mention the preferred skills or experience that candidates can have that will give them an upper hand)

**Contact:** (Mail id or contact number candidates can use to contact you or send applications to)