

# POSITION DESCRIPTION

**Company** [insert]

**Location** [insert]

**Reports to** [insert]

**Staff reporting to role** [insert]

## Company Objective

[insert]

## Purpose of Position

[insert]

## Key Relationships

- [insert]
- [insert]
- [insert]

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If you have any questions, please call 0800 CHAMBER (0800 242 623).

DATE: MARCH 2015

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### JOIN US

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### BUSINESS SUPPORT

- Find Staff
- Business Support
- Mentoring

### GLOBAL

- Import and Export Services

### EVENTS & TRAINING

- Event Calendar
- Event Profiles

### BUSINESS CONNECT

- News
- Chamber Social Media

## Key Accountabilities and Performance Metrics

[insert]

### Accountabilities and Expected Target

- [insert]

[insert]

### Accountabilities and Expected Target

- [insert]

[insert]

### Accountabilities and Expected Target

- [insert]

[insert]

### Accountabilities and Expected Target

- [insert]

[insert]

### Accountabilities and Expected Target

- [insert]

## Health and Safety

### Accountabilities and Expected Target

- Meet health and safety obligations for the business, ensuring personal safety in differing work environments for all employees
- Take personal responsibility for managing own safety and that of others
- Identify and promptly report any accidents, incidents and hazards in the workplace
- Wear prescribed personal protective equipment at all times as directed by **(Company)**
- Health and Safety policies of **(Company)** should be adhered to at all times

## Miscellaneous

### Accountabilities and Expected Target

- Other duties reasonably within the capability of the employee may also be required from time to time. The employee's duties may be altered following consultation with the employee

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