

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]

This resource has been kindly provided by



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

DATE: MARCH 2015

The Auckland Chamber of Commerce makes all reasonable efforts to ensure that the information published in this resource is accurate and up-to-date. However the matters covered are subject to regular review and no warranty or representation can be provided regarding the accuracy of such information. The Auckland Chamber of Commerce does not accept liability for any losses or damage arising directly or indirectly from reliance on the information. www.aucklandchamber.co.nz

JOIN US

- Benefits of Membership
- Join Now

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

This resource has been kindly provided by



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

DATE: MARCH 2015

The Auckland Chamber of Commerce makes all reasonable efforts to ensure that the information published in this resource is accurate and up-to-date. However the matters covered are subject to regular review and no warranty or representation can be provided regarding the accuracy of such information. The Auckland Chamber of Commerce does not accept liability for any losses or damage arising directly or indirectly from reliance on the information. www.aucklandchamber.co.nz