# **Two example job descriptions**

# **1. Administrative assistant**

## **Main purpose of job**

To support the organisation by typing documents, updating computer records and dealing with enquiries.

## **Key tasks**

* typing letters, reports and other business documents
* updating records and storing them in line with data protection legislation
* dealing with enquiries from people face to face, on the phone, by email and through social media
* ordering office supplies and equipment
* organising meetings and taking notes during them
* booking travel and accommodation for staff

# **2. Warehouse worker**

## **Main purpose of job**

To load and unload deliveries, move goods to storage areas and pack orders for dispatch.

## **Key tasks**

* receiving deliveries of goods
* checking documents to make sure the correct items arrived
* inspecting goods for damage
* moving goods around the warehouse using lifting equipment
* checking stock levels
* packing, wrapping and loading items to be dispatched
* assisting with office duties during quiet periods
* doing any other reasonable tasks the warehouse manager might require