# Two example job descriptions

# 1. Office Assistant/Typist

## Main purpose of job

To do clerical and typing duties for sales manager.

## Main duties

1. Typing: correspondence, orders received, invoices.

2. Office administration: filing of correspondence etc.; recording and despatching all outgoing mail; recording all incoming mail; answering telephone and passing on messages, maintaining (including ordering) of stationery.

# 2. Warehouse Assistant

## Main purpose of job

To assist warehouse manager with warehouse duties.

## Main duties

1. Receiving and checking all goods inwards.

2. Despatching all goods outwards.

3. Keeping warehouse clean and tidy.

4. Checking for damaged stock and reporting any damage to warehouse manager.

5. Doing any errands that warehouse manager may require.

6. During slack periods, assisting with any office duties that the office manager may require.