

JOB SPEC TEMPLATE

Posting Date		Closing Date	
Job Posting #		Work Location	
Position Title		Reports To	
Business Group		Department	

ACCOUNTABILITY/POSITION SUMMARY
KEY RESPONSIBILITIES
SPECIFIC FUNCTIONAL/TECHNICAL KNOWLEDGE AND SKILLS
OTHER SKILLS/COMPETENCIES/ATTRIBUTES

QUALIFICATIONS		
<u>Qualifications/Skills</u>		
<u>Experience Required</u>		
<u>Language Proficiency</u>		
<input checked="" type="checkbox"/> English	<input checked="" type="checkbox"/> Verbal	<input checked="" type="checkbox"/> Written
<input type="checkbox"/> French	<input type="checkbox"/> Verbal	<input type="checkbox"/> Written
<input checked="" type="checkbox"/> Bilingual (English + French)	<input type="checkbox"/> Required	<input checked="" type="checkbox"/> Preferred

