**Sample Job Description #1**

*Adapted from the Society for Human Resource Management*

**Job Title:**  **Department:**

**Reports to:**  **Effective Date:**

**Job Summary:**

*Example:* The Customer Service Supervisor will oversee and assist customer service employees in the performance of their job duties such as responding to customer inquiries and resolving issues or complaints.

**Responsibilities:**

*List the essential job duties that are specific to the position.*

Examples:

* Recruits, interviews, hires, and trains new staff.
* Oversees the daily workflow of the department.
* Provides constructive and timely performance evaluations.
* Handles discipline and termination of employees in accordance with company policy.
* Duties/Responsibilities:
* Performs other related duties as assigned.

**Required Skills/Abilities:**

*Examples:*

* Excellent verbal and written communication skills.
* Excellent interpersonal and customer service skills.
* Excellent sales and customer service skills.
* Excellent organizational skills and attention to detail.
* Excellent time management skills with a proven ability to meet deadlines.
* Strong analytical and problem-solving skills.
* Strong supervisory and leadership skills.
* Ability to prioritize tasks and to delegate them when appropriate.
* Ability to function well in a high-paced and at times stressful environment.
* Proficient with Microsoft Office Suite or related software.

**Education and Experience:**

*Examples:*

* High school diploma or equivalent.
* At least two years related experience required.
* Current human resources and/or compensation credentials or certification preferred.

**Physical Requirements:**

*Examples:*

* Prolonged periods of sitting at a desk and working on a computer.
* Must be able to lift up to 15 pounds at times.

**EEOC Statement**

[Company  Name] provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**Sample Job Description #2**

Position Type:

Type of Hire: Internship

Education Desired:

Travel Percentage: %

Location:

**Job Description**

**About the Company**

**About The Team**

**What You Will Be Doing**

Some of your responsibilities will include:

* Analyzing applicable third-party vendors that FIS does business with
* Applying anti-bribery concepts in examining contracts and business gift activity
* Analyzing payment activity in high-risk geographies and account types
* Tracking recurring and periodic business metrics as it relates to the Conduct Oversight Program
* Preparing management reports in Microsoft PowerPoint
* Completing financial analysis and budget variance analyses with the Corporate Compliance budget
* Completing ad-hoc reporting or analysis requests as needed

**What You Bring**

* Pursuing Bachelor’s degree in relevant field of study
* Rising Senior (graduating December 2024 through May 2025)
* Proficiency in Microsoft Office Suite
* Self-motivated and willingness to learn
* Excellent communication and interpersonal skills

**What We Offer You**

* Competitive, full-time paid summer internship
* Opportunity to participate in projects that directly impact business value
* The chance to work on some of the most challenging, relevant issues in financial services & technology
* Time to support charities and give back to your community
* A work environment built on collaboration, flexibility, and respect

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