"Your Best Employee"
Job Description Worksheet

WEBSITE JOB TITLE
(e.g. "Intake Assistant")

WEBSITE JOB PURPOSE
(e.g. "To collect information from potential clients before a first meeting.")

JOB DUTIES & RESPONSIBILITIES
(e.g. "inform clients of need for information; assure them of security and privacy; collect information; display on-screen confirmation; direct to 'next steps'; send email to business owner; send email to client; save client data to CRM database, send lead to Mail marketing platform.")