

**PROMPT WO-037**

Write a Job Description

Purpose

Use this prompt to create a clear, professional, and engaging job description that attracts suitable candidates. It helps define the purpose of the role, key responsibilities, required qualifications, skills, and what the organisation offers.

DIFFICULTY
 **Beginner**

TIME SAVED
 **30–45 min**

BEST FOR
Recruitment

Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini

Copy & Paste Prompt

You are an experienced Human Resources Manager.

Write a professional Job Description using the information below.

Job Title:
[Insert job title]

Department:
[Insert department]

Location:
[Insert location]

Reports To:
[Insert manager's title]

Employment Type:



[Full-time, Part-time, Permanent, Fixed Term, etc.]

Salary Range:

[Insert salary if applicable]

Purpose of the Role:

[Brief summary]

Key Responsibilities:

[List responsibilities]

Essential Skills:

[List essential skills]

Desirable Skills:

[List desirable skills]

Qualifications:

[List required qualifications]

Experience:

[Describe required experience]

Benefits:

[List company benefits]

Application Deadline:

[Insert date if applicable]

Tone:

Professional, engaging and welcoming.

Please:

- Create a professional job description.
- Write an engaging introduction to the role.
- Clearly explain the purpose of the position.
- List key responsibilities using bullet points.
- Separate essential and desirable criteria.
- Include company benefits where provided.
- Finish with an encouraging call to apply.
- Format the document professionally.



Return only the completed Job Description.

Example

INPUT

Job Title: Customer Service Advisor

Department: Customer Services

Location: Manchester

Employment Type: Full-Time

Purpose: Provide exceptional customer support across phone, email, and live chat.

EXPECTED OUTPUT

Customer Service Advisor

About the Role

We are looking for a friendly, motivated, and customer-focused Customer Service Advisor to join our growing team. You'll play an important role in delivering outstanding service and helping customers resolve their enquiries efficiently.

Key Responsibilities

- Respond to customer enquiries by phone, email, and live chat.
- Resolve customer issues professionally and efficiently.
- Maintain accurate customer records.
- Work collaboratively with colleagues across the business.
- Meet agreed service level targets.

Essential Skills

- Excellent communication skills.
- Strong customer service experience.
- Good IT skills.
- Ability to work under pressure.
- Excellent problem-solving skills.

Desirable Skills

- CRM experience.
- Knowledge of Microsoft Office.
- Experience in a contact centre environment.

Qualifications & Experience



- GCSE English and Maths (or equivalent).
- Previous customer service experience preferred.

Benefits

- Competitive salary.
- Company pension.
- Annual leave entitlement.
- Employee Assistance Programme.
- Training and career development opportunities.

How to Apply

If you're passionate about delivering excellent customer service and want to develop your career in a supportive environment, we'd love to hear from you. Submit your application before the closing date to be considered.

 **Builder's Tip:** *The best job descriptions don't just list responsibilities—they explain why the role matters and what success looks like. A well-written job description attracts candidates who are a better fit for both the role and your organisation.*

Related Prompts

- WO-038 – Create Interview Questions
- WO-039 – Write an Employee Onboarding Plan
- WO-031 – Write a Professional Performance Review
- WO-040 – Create a Team Development Plan

Tags

JOB
DESCRIPTION

RECRUITMENT

HR

HIRING

LEADERSHIP