JOB DESCRIPTION TEMPLATE

Use this template to write job descriptions that communicate clearly and consistently. Effortlessly introduce applicants to the requirements and responsibilities of a role while helping them visualize themselves living it.

The notes in the "Prompt" column outline the sections of the perfect job description. The "Example" column features an Amazon Account Manager job description to show you what these sections typically look like. The "Style Notes" column gives you additional guidelines on length and voice as well as suggestions to make that section put the perfect candidate in the best mindset.

Prompt	Example	Style Notes
Job title	**AMAZON ACCOUNT MANAGER**	• Use all caps, in bold, in a centered 20 pt. title for each job description • Do not add any unnecessary "padding" words, like adjectives describing the "perfect" Amazon account manager or similar
Summary description	**What we're looking for:** We're searching for the innovative Amazon Account Manager who can drive the vision of their clientele with calculated and vibrant ideas. The successful candidate will drive business growth by increasing revenue and keeping	• Start with the bolded text "What we're looking for:" then aim for four paragraphs of no more than 160 words total • The first paragraph follows this equation: *We're searching for the* ***[key adjective describing ideal candidate] [job***

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	tip-top account health. This position requires flexibility, organization, strong time management skills, attention to detail, and an innate commitment to meet crucial deadlines. The candidate who goes above and beyond will see enormous room for growth in this role. The perfect candidate will apply that knack for detail as s/he guides clients along a journey and constantly seeks to better understand their business and how they operate. If you are great at managing client expectations while meeting their needs while following best practices, company procedures and reporting processes, come work in a dynamic company culture where you're empowered to be your best self. **This role is 100% work from home.**	***title]*** *who can* ***[number-one deliverable the position is responsible for]***. • The second paragraph follows this structure: 1. Describe the successful candidate by elaborating on the actions s/he will take to reach that number-one deliverable; 2. List the key skills required in the position; 3. Describe the reward(s) the most successful candidate will receive. • The third paragraph states how the right candidate will apply any one of the skills listed above. • The fourth paragraph switches to second person singular and makes a powerful "if/then" statement, as in, "if you are [quality] then 'come work in…'" • Any final, important statements should be bolded at the end, such as flagging a remote job as "work from home" • Avoid passive voice (for example, use "will drive business growth," never "will help" or "will be driving")

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Responsibilities	**In this role, you will:** • Identify, develop, and implement long and short term strategic plans to drive revenue. • Manage Amazon store end-to-end while increasing ranking, conversion, and overall sales. • Launch new products, including keywords research, funnels, listing preparations, EBC activities, listing content, backend settings, review generation, etc. • Build campaigns and upload keyword lists using Amazon's platform for sponsored brands and sponsored products. • Monitor account health and performance metrics, including: sales, competitive listings, pricing, Amazon Advertising trends, best practices and techniques to ensure reasonable spend/growth. • Identify new opportunities and present them to management. • Report (daily, weekly, monthly) on campaigns and overall account health. • Analyze product ASIN rankings, ratings, customer feedback/reviews, and product sales performance to determine the best and worst	• Use the KPI Scorecard and its listed outcomes to write a list of job responsibilities • Some individual KPIs might turn into several responsibilities when broken down into its components • Try to limit this section to no more than 200 words • Use sentence case for every bullet point • Begin each bullet point with a clear verb, like "identify," "launch," "monitor," etc. • Try to keep like responsibilities grouped together

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	performing SKUs. • Stay informed with industry best practices, trends and technologies, marketplaces, and platform updates (e.g. Amazon, eBay, etc.). • Work closely with Amazon rep. to strategize ongoing initiatives. • Partner with supply chain and provide analytics on inventory management strategy and forecasts. • Set new items up and practice proactive item maintenance. • Conduct A/B tests across campaign variables (e.g. ads, landing pages, bidding).	
Requirements	**Core qualifications:** • **Customer Centric** - Must have a strong customer first mindset. • **Amazon Platform Proficiency** - Must have 5 years of knowledge of Amazon tools, including but not limited to: Amazon Seller Central, Helium10, and/or Jungle Scout. • **Analytical** - Must understand numbers and reports to make data driven decisions. • **Problem Solver** - Able to objectively assess difficult situations and execute solutions. • **Strong Project Management Skills** -	• List out the "core qualification" with this format: Quality *(or skill, always in Title Case)* - **[Short description]** • On any qualities that are especially crucial to the role, add "strong" in front of the quality or skill, for example "Strong Communication skills" • Include numbers wherever they're relevant, for example "5 years of working experience" • Try to stay under 120 words

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	On top of updates and progress of each project, and able to respond to changes that require urgent attention. • **Strong Communication Skills** - Excellent written, verbal, and presentation skills required. • **Adaptable** - Able to adjust and handle tasks in a fast-paced environment. • **Team Player** - Can virtually manage teams and monitor activity for efficiency and accountability.	
Company statement	**[The Company] is excited to work with you:** *[Client's business background, vision (spoken in general terms), culture and core values, or working arrangements.]* *We are looking for an Amazon Account Manager who will be working in a team of [number of company employees], but remotely. This role will play an integral part in future-proofing our revenue and growing as a creative, client-first company.*	• This is where the hiring company makes its pitch for why candidates should want to join their team • The header opens with excitement, as in, "**[Company name]** is excited to work with you" • The first short paragraph describes the company's business background, vision, culture or core values in one or two sentences • The second paragraph reiterates "We are looking for…" then makes a statement about the part this candidate will play in the bigger business operations and team culture
Why MultiplyMii	**Why MultiplyMii:**	• Because candidates will be working with MultiplyMii as well, they need to

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	MultiplyMii, a managed recruitment services company, is growing FAST and we are currently hiring an exceptional Amazon Account Manager. MultiplyMii will be there with you every step of the way, providing you and the company mutual on-boarding to support your needs and the work you'll do for them. MultiplyMii handles the unique needs of offshore hires to give you every opportunity for an optimal relationship.	know about the company • This section should be the same for every job description; simply copy and paste
Benefits	• 100% Remote work • SSS • Philhealth • Pag-ibig • Healthcare (HMO) • Birthday bonus upon probationary • Regularization bonus • 13th-month pay • Paid Service Incentive Leave(SIL) upon probationary • Regular holiday premium upon probationary • Annual performance appraisal subject for review • Access to our free *Learning and Development* programs	• The benefits that candidates gain through MultiplyMii will be the same for every job. Simply copy and paste this list.

An example of the full job description template follows.

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AMAZON ACCOUNT MANAGER

What are we looking for:

We're searching for the innovative Amazon Account Manager who can drive the vision of their clientele with calculated and vibrant ideas.

The successful candidate will drive business growth by increasing revenue and keeping tip-top account health. This position requires flexibility, organization, strong time management skills, attention to detail, and an innate commitment to meet crucial deadlines. The candidate who goes above and beyond will see enormous room for growth in this role.

The perfect candidate will apply that knack for detail as s/he guides clients along a journey and constantly seeks to better understand their business and how they operate.

If you are great at managing client expectations while meeting their needs while following best practices, company procedures and reporting processes, come work in a dynamic company culture where you're empowered to be your best self.

This role is 100% work from home.

In this role, you will:

- Identify, develop, and implement long and short term strategic plans to drive revenue.
- Manage Amazon store end-to-end while increasing ranking, conversion, and overall sales.

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- Launch new products, including keywords research, funnels, listing preparations, EBC activities, listing content, backend settings, review generation, etc.
- Build campaigns and upload keyword lists using Amazon's platform for sponsored brands and sponsored products.
- Monitor account health and performance metrics, including: sales, competitive listings, pricing, Amazon Advertising trends, best practices and techniques to ensure reasonable spend/growth.
- Identify new opportunities and present them to management.
- Report (daily, weekly, monthly) on campaigns and overall account health.
- Analyze product ASIN rankings, ratings, customer feedback/reviews, and product sales performance to determine the best and worst performing SKUs.
- Stay informed with industry best practices, trends and technologies, marketplaces, and platform updates (e.g. Amazon, eBay, etc.).
- Work closely with Amazon rep. to strategize ongoing initiatives.
- Partner with supply chain and provide analytics on inventory management strategy and forecasts.
- Set new items up and practice proactive item maintenance.
- Conduct A/B tests across campaign variables (e.g. ads, landing pages, bidding).

About You:

Core qualifications:

- **Customer Centric** - Must have a strong customer first mindset.
- **Amazon Platform Proficiency** - Must have 5 years of knowledge of Amazon tools, including but not limited to: Amazon Seller Central, Helium10, and/or Jungle Scout.
- **Analytical** - Must understand numbers and reports to make data driven decisions.
- **Problem Solver** - Able to objectively assess difficult situations and execute solutions.
- **Strong Project Management Skills** - On top of updates and progress of each project, and able to respond to changes that require urgent attention.
- **Strong Communication Skills** - Excellent written, verbal, and presentation skills required.

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- **Adaptable** - Able to adjust and handle tasks in a fast-paced environment.
- **Team Player** - Can virtually manage teams and monitor activity for efficiency and accountability.

The Company is excited to work with you:

[Client's business background, vision (spoken in general terms), culture and core values, or working arrangements.]

We are looking for an Amazon Account Manager who will be working in a team of [number of company employees], but remotely. This role will play an integral part in future-proofing our revenue and growing as a creative, client-first company.

Why MultiplyMii:

MultiplyMii, a managed recruitment services company, is growing FAST and we are currently hiring an exceptional Amazon Account Manager.

MultiplyMii will be there with you every step of the way, providing you and the company mutual on-boarding to support your needs and the work you'll do for them. MultiplyMii handles the unique needs of offshore hires to give you every opportunity for an optimal relationship.

- 100% Remote work
- SSS
- Philhealth
- Pag-ibig
- Healthcare (HMO)
- Birthday bonus upon probationary
- Regularization bonus
- 13th-month pay

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- Paid Service Incentive Leave(SIL) upon probationary
- Regular holiday premium upon probationary
- Annual performance appraisal subject for review
- Access to our free Learning and Development programs

Cultural Competencies:

Competencies	Rating	Comments
Value Diversity. Behavior-backed attitudes that support doing business with a diverse group of people, both internally within the company and externally among partners and customers		
Embrace Positive Change. Demonstrated attitude of always striving to be more efficient and effective by allowing improvements of both processes and tools		

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