

JOB DESCRIPTION QUESTIONNAIRE

Position Title: Product Analyst
Department: Product Management
Reports To Title: Product Manger
Date Prepared: 15 June 2016
Prepared by: Yumi Alanoly

Summary: Briefly state the general function of this job in 1-3 short sentences.

Essential Duties and Responsibilities: List the duties and responsibilities of this position. Begin with those considered to be the most important and work down to those that are of a lesser importance. List no more than 10 primary duties.

Knowledge, Skills, and Abilities: Please list the Knowledge (education, certification, past experience), Skill (level of competency or proficiency needed for task performance), and Abilities (traits or capabilities necessary to perform the duties of the job). List no more than 10.

HR Use Only: Formal Job Description Completed on: