# Job Roles Worksheet

**Business Type/Name:** Supermarket

<table>
<thead>
<tr>
<th></th>
<th>Role 1</th>
<th>Role 2</th>
<th>Role 3</th>
<th>Role 4</th>
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</thead>
<tbody>
<tr>
<td><strong>Department manager</strong></td>
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<tr>
<td><strong>Warehouse assistant</strong></td>
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<td><strong>Till Operator</strong></td>
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<tr>
<td><strong>Marketing manager</strong></td>
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</tbody>
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## PEOPLE SKILLS
- Sensitivity to others
- Insight into others
- Openness
- Respect
- Speaking
- Active listening
- Conversation
- Persuasion
- Team membership
- Team participation
- Leadership

## TASK SKILLS
- Planning
- Time management
- Practical skills
- Computer skills
- Problem solving
- Business awareness
- Customer focus

## PERSONAL SKILLS
- Learning skills
- Adaptability
- Goal setting
- Initiative
- Independence
- Achievement motivation
- Dependability
- Professionalism

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