# PaulHoytLogo 2013-06-26 Final

# Overview

The Job Description is designed to help communicate between company and employee regarding roles and responsibilities, compensation plan, etc.

## ***Instructions***

1. This example is from a franchise company. It must be heavily modified to fit each position at your company, and to add your company logo and name.
2. Be cautious about compensation information. If you have any questions, be sure to consult with an HR professional.
3. Delete this page when completed.

**We Look Forward to Helping You Grow!**

<COMPANY>

<Position Name>

Mission: To visit, evaluate, organize, re-connect, and help elevate new franchisees to a higher operational standard after 90 days of business.

Responsibilities: To provide operational, sales, hiring, and marketing support to Franchisees. To conduct periodic review of Franchise stores to ensure company programs are met and profitability is maximized. To assist with the rapid expansion of the company with store-opening duties.

# Job Description

* Develops and implements strategy to support more rapid expansion and more productive relationships with Franchisees.
* Works closely with executive team to learn developing strategies, to implement new systems, and to enhance ongoing relationships
* Actively promotes integration of new franchisees into the franchise system through participation in their initial training, scheduling, hiring, marketing, grand opening and other opening activities.
* Supports the company’s objectives through effectively influencing appropriate audiences. Looks for win/win solutions for <Company> and franchisees.
* Takes ownership of problems and projects. Develops creative, resourceful solutions to problems and implements appropriate action plans. Effectively manages conflict.
* Keeps up to date and expert in the field. Is able to work hands-on alongside franchisees. Able to perform individual training proficiently in all areas of franchise operations.
* Support Franchisees in growing and managing their business through effective operational, sales, and marketing techniques. Assists Franchisees in creating and implementing a local marketing plan.
* Communicates and works effectively with peers and those at higher levels in the organization. Keeps others informed through phone calls and e-mails.
* Visits Franchise stores at specific intervals to ensure compliance with all <COMPANY> standards and to provide hands on support.
* Calls Franchisees periodically to assist with problems/issues and to make suggestions on profitability.

**Structure of Position First Year:**

**Training Period:**

* Attend two trainings in <CITY>
* Attend two openings with a current Field Consultant

**Month’s 1- 3:**

* Travel will be structured on average 3 weeks on and 1 week off then 3 weeks on the road, etc. Includes training time in <CITY>
* After every visit you will be required to issue a priority report on the items and people that should follow up on areas that you feel are needed and necessary.
* During the week you are not traveling, you are required to work out of your home to provide support to existing franchisees via telephone and email. Also during this time, you will learn as much as possible about <COMPANY> via the <COMPANY> Orientation Manual/DVD, Operations Folder, On-Site Checklist, Web Scheduler, ILX cd’s, P&L’s, AR’s, etc.

Month’s 4-12:

* Travel will be structured on average 2 weeks per month and will include new as well as existing locations.
* After every visit you will be required to issue a priority report on the items and people that should follow up on areas that you feel are needed and necessary.
* During the weeks you are not traveling, you are required to work out of your home to provide support to existing franchisees via telephone and email.
* Second on-site visit 6 - 12 months after opening (based on # of

 men hired, royalty stream, problems, etc.)

* Scheduled quarterly visits to corporate headquarters approximately every quarter.
* Eventually responsible for 20-30 offices, older openings will require minimal contact after one year.
* Assigned additional projects as needed.

**Salary of Position: (year is from date of start of position)**

* Base salary of $5,000 per month, which annualizes to $60,000 per year. No payments are guaranteed.
* Benefits:
	+ 50% of individual health/dental insurance (approximate value of $2,064.00)
	+ 2 weeks paid vacation, accrued at 5/6th of a day per month of service
	+ 10 paid holidays per year

Expenditures:

* Travel will be paid for by Company including:
	+ Paid through company credit card
* Airfare to and from all franchise locations
* Hotel stays while at franchise locations
* Car rentals while at franchise locations
* One dinner for franchisee and opener in a nice restaurant.
	+ Based on submitted expense reports
* $35 per day in food/beverages per opener per location
* If travel is by car, then 47 cents per mile
* Car parking/shuttle service to/from the airport

**Additional Items:**

### Company provided cell phone

* Company provided laptop

Position Start Date is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Acceptance Signed and Dated Below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CEO

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date