***SAMPLE ROLE SCORECARD***

***Native Genius:***
Supportive Organiser

***Mission:***
To organise Bluewire Media to be independent of any single individual.

***Outcomes:***

1. Maintain ISO9001:2008 Quality Assurance certification each year
2. To build an email database of 200 potential team members who have passed the Top Grading Screening Interview – 31 Dec 2014
3. To have and maintain an Team Net Promoter Score of 9+ across the team (measured every 3 months)
4. Build a succession plan for when you go on maternity leave – 31 Dec 2013

***Role based competencies:***

* Highly organised
* Supportive
* Excellent customer service

***Technical Skills:***

* MS Office advanced

***Cultural fit:***

* Devoted Communication
* Trusted Advisor
* Strategy + Execution
* Continuous Improvement
* Ecstatic People

***Qualifications:***

* Bachelor of Business (Marketing)

***Notes:***

* 10 years administration experience
* 8 years office management – staff resourcing and quality management