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## **JOB ROLES AND RESPONSIBILITIES**

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### **ABSTRACT**

In the personal and professional lives of the individuals, they are required to put into operation various types of job duties and responsibilities. When these are carried out, it is of utmost significance for the individuals to be well-versed in terms of different types of methodologies and approaches. These are regarded as the key to achieve desired goals. When methodologies and approaches are put into operation in a well-ordered and satisfactory manner, individuals will do well and meet the expectations of other individuals. These can be manageable as well as complicated. When these are complicated, it is necessary to get engaged in regular practice. In this manner, the individuals will contribute significantly in honing their competencies and abilities.

The job duties and responsibilities within personal lives are to be implemented throughout the lives of individuals. On the other hand, within professional settings, i.e. educational institutions of all levels and in various types of employment settings need to be put into operation at a particular point of time. In other words, the individuals get enrolled in educational institutions for a certain period of time. Within some types of employment settings as well, they are in jobs for a certain time-frame. Therefore, it is of utmost significance for the individuals to be well-informed in terms of all types of job duties and responsibilities in personal and professional lives. The main concepts that are taken into account in this research paper are, job duties and responsibilities within households, job duties and responsibilities within the course of pursuance of educational programs, job duties and responsibilities within employment settings and factors required in implementation of job duties and responsibilities in a well-ordered manner.

## I. INTRODUCTION

**Job parts:** Job functions lists the comprehensive tasks, or functions, and accountabilities of a position. Typically, they more involve to whom the position reports, qualifications to a degree the restrictions wanted apiece body in the task, fee range for the position, etc.

### PURPOSE OF JOB ROLES:

An inscribed Job functions is a multi-purpose document that specifies an explanatory summary of the accountabilities and outputs of a position. This summary of task news has serviceableness across all range of human means administration functions containing:

1. **Recruitment** – A Job acts supports the custodian/officer accompanying task news for entry or buildup a task, supports the support for deciding option tests and clerk abilities, and for selecting the right body for the task.

2. **Compensation** – The Job acts assists in deciding the appropriate

categorization and rectification for the task.

3. **New Employee Orientation** – A Job acts is a good form for an administrator/boss to describe and purify newsgathering connections,

accountabilities and anticipated outputs of a task to a new clerk.

4. **Employee Performance Management and Development** – is a support of understanding middle from two points the director/officer and the representative about whole aims and aims of a position. It serves by way of ideas for reconstructing work preparation and response. In addition, the Job duty supports the inevitable facts for directing accomplishment, containing appraisals, regimen and charging.

5. **Employee Relations** – precise and current Job duties for positions humble attendant/custodian misunderstandings concerning task burdens and trustworthiness.

6. **Safety** – Job functions raise knowledge of and perceive risks and

hazards accompanying a position's maturities. It still helps to recognize the essential security preparation and carefulness's that need expected working.

**7. Training** – A Job parts is individual habit a custodian/officer and worker can evaluate the preparation necessity for a task. A change in accountabilities grants permission influence the need for abilities improving.

**8. Other uses** – Supervisors/managers can too use Job parts for administrative preparation, pursue and payroll surveys and reviews, human system preparation and happening, and pertaining to work studies for mathematical purposes.

➤ **COMPONENTS OF JOB ROLES:**

The elements or divisions of the Job duties involve: Basic plunge news: Position title and number, Supervisor's position title and number, work whole, point, etc. 1. Program at which point the position endures

2. Purpose of Position, or the reason for the life of the position

3. Nature of Work and Position Links

4. Specific Accountabilities/Deliverables

5. Financial trustworthiness and expert

6. Responsibility for administration and direct project of possible choice

7. Special necessities of the task

8. Tools and supplies secondhand

9. Working Conditions and/or Physical Demands work models

10. Comments

11. Excluded Manager Authorization

12. Organization Chart

While not contained an established Job acts, a declaration of restrictions/abilities endure contribute to if staffing of the task is projected.

**II. REVIEW OF LITERATURE**

**Accordingly Bran nick and others (2007)**, task writings is an mechanism secondhand for one community the one does mix up correctly in what way or manner to act the task. So, to create agents act their tasks well skilled has expected clear and distinguishing task writing. Therefore, many arrangements are occupied hard to confirm that task writings that they have are persuasive in term of output and in obtaining the arrangement's goals. For these reasons, many scientists administered many study to evaluate the belongings of task

writing for the progress of the arrangements.

As, in the fast changeful globe skilled are many changes in the character of occupied atmosphere and electronics, accordingly the task writing endure be conform include the changes. The concern of a boss for age is about laborer output therefore later they accomplish that the type of work approved apiece operator needs good task design accompanying various questions that maybe solved through, by virtue of what the task is expected acted, the one search out act it and place it is expected acted.

Moreover, task design has an effect on by means of what an operator feel about the task he will act, welcome expert over whole, accountable the operator has attentive and by what method many task the member has to act for the position handle by him (**Rao and Krishna, 2002**). **Therefore**, for the arrangement for fear that duplication of whole and coinciding of charges bear design good construction that will attain arrangement's aims and aims. That building will be secondhand as the

permissible foundation for completing activity the arranging ventures.

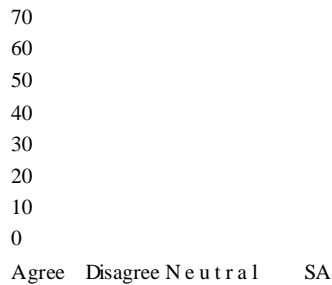
In addition, it can again be secondhand as channels of newsgathering order concerning which the laborers will be liable accompanying the life of various areas. So far, it is still for the skill of goals and reinforces preparation and ruling (**Robbins and Coulter, 2002**).

According to chaste theorists (**Fayol, Taylor, Weber**) as building is main to the arranging to obtain established aims before managers are wanted to rewrites task writing and settled the standard of act, cause labeling and categorization of work authorizes managers to apply oneself main projects, preventing useless duplications, coinciding and use without thought of exertion (ibid). In addition, accompanying good design construction it construct task writing, task business and acting standard that will instigate the operators and bring about their accomplishment

### **III.DATA ANALYSIS AND INTERPRETATIONS**

#### **Overall Analysis:**

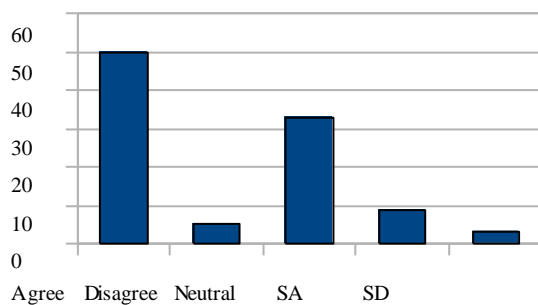
**Statement 1** - I feel that my superior/team leader always recognizes the work done by me.



**Data Analysis** - 58% of the worker's feel that their boss recognize whole approved by ruling class. 19% powerfully concur, 22% are flat and only 1% clashes accompanying the affidavit.

**Interpretation:** Most of the staff members are satisfied of the case that their superior/group ruler perceives whole accomplished by ruling class.

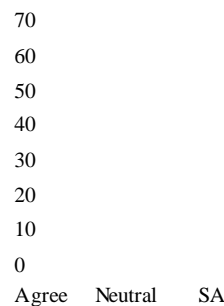
**Statement 2** - There is a fair amount of team spirit in the organization.



**Data Analysis** - 50% of the staff members find that skilled is a fair amount of group spirit in the organisation. 9% powerfully concur, 33% are impartial, 5% differ and 3% powerfully feel skilled is no group spirit in the organization

**Interpretation:** The operators are happy accompanying the amount of group spirit in the arrangement.

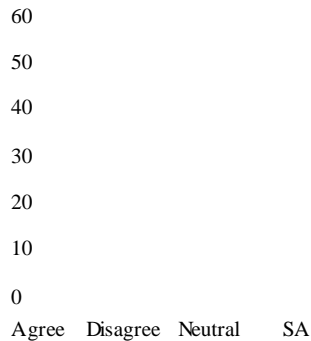
**Statement 3** – I want to be the best at my job.



**Data Analysis** - 59% powerfully concur that they be going to be best choice at their tasks. 38% concur and 2% are flat about the charge. None of the agents differ.

**Interpretation:** The agents are going to act to their most complete at their task and therefore be going to be best choice at their task.

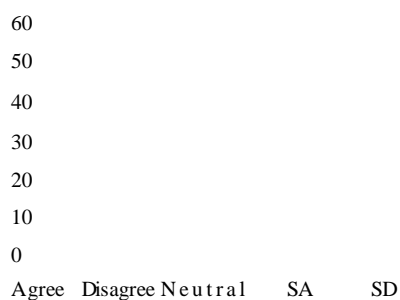
**Statement 4** – I find opportunities for advancement in the organization.



**Data Analysis** - 52% find event for progress in the organization. 25% are impartial about the assertion. 7% clash and 16% powerfully argue.

**Interpretation:** Most representatives find time for progress and course progress in the arrangement.

**Statement 5** - You feel the need to make sure that things around you are working in tandem with company goals.

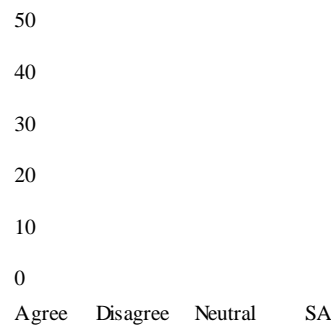


**Data Analysis** - 56% feel the need to confirm that belongings about bureaucracy are active in pedal-driven recreational vehicle accompanying

association aims. 12% powerfully suit the declaration. 28% are noncommittal about it. 3% argue and 1% powerfully argues accompanying the assertion.

**Interpretation:** Most laborers feel the need to control belongings about ruling class and confirm that entirety is occupied in high-quality interest of the party.

**Statement 6** - You tend to plan and schedule your own work/task without supervision.



**Data Analysis** - 47% of the attendants likely to plan and schedule their own work outside project. 26% are noncommittal towards the charge. 14% and 13% dissent and powerfully dissent indicating that they are contingent when it meets expectations preparation and arranging their work

**Interpretation:** Employees are free when it meets expectations preparation and slating their own task.

#### IV.FINDINGS

1. Defining the Job parts of the members that was no longer alive earlier Stimulating few of the secret abilities and abilities of the operator Making the labourers accomplish their real task maturities Work is usually acted in a conventional interior/commission work surroundings.

2. Maintains dependable and clean occupied surroundings by invoking processes, rules, and rules contributes to cooperation by achieving connected results as wanted the gratified traders still likely to undertake Organizational Citizenship Behaviour (OCB) that is, unselfish behaviours that surpass the correct necessities of a task

Dissatisfied labourers show a raised weakness for worthless behaviours, containing removal, tiredness, and institution attack.

3. The study has recognized eight determinants established determinant loadings chosen as 'better occupied atmosphere'; officer's view'; 'processed capably'; 'present work'; 'reconstructing

social connection'; 'bank situations'; 'associates' and 'disputing work'.

However only 'associates' determinant is considerably compared accompanying overall task vindication of bank chiefs.

#### IV.CONCLUSIONS

1. The Job duties purify what the act of the task is and what the incumbent be necessary to manage while operating the task. This is specifically for a persuasive accomplishment judgment process.

2. It forms the basis for a contract 'tween the administrator and the incumbent concerning the anticipated task efficiency results. This is specifically for a productive accomplishment judgment process and finances resolutions that have connection with conduct.

3. Working at HINDUSTAN COCA COLA BEVERAGES PRIVATE LIMITED and being one their superior crew was an astonishing occurrence. It is for an arranging to have clear writings of their duties and blames.

4. The abilities and happening I acquire while occupied skilled is unable to be fixed. During the ending of my work term, I have determined what Team work indeed wealth and likewise the



accountabilities of each attendant inside an area.

5. I have extreme respect for each representative the one have cooperate accompanying me and assisted me in doing my project work favorably. I hopeful confidential to work together bureaucracy repeated.

- The First-Time Manager – By Loren B Belker & Gary S Topchik  
By Rebecca Brumley
- Neal-Schuman Directory of Public Library Job roles

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FORBES INDIA

THE HUMAN RESOURCES INDIA

BUSINESS STANDARD

### WEBSITES

- <http://www.businessknowhow.com/manage/jobdesc.htm>
- <http://humanresources.about.com/od/glossaryj/a/jobdescriptions.htm>
- [http://www.managementhelp.org/staffing/specify/job\\_desc/job\\_desc.htm](http://www.managementhelp.org/staffing/specify/job_desc/job_desc.htm)