

STAFFING STRUCTURE OUTLINE

Business Name: _____

Fiscal Year: 20____

DEPARTMENT / ROLE	PERSONNEL NAME	CORE RESPONSIBILITIES
Administration Owner / Manager		<i>Strategy, finance, high-level oversight</i>
Operations Lead Coordinator		<i>Daily workflow, inventory, scheduling</i>
Sales & Marketing Specialist		<i>Lead gen, social media, client relations</i>
Customer Service Representative		<i>Support tickets, front desk, feedback</i>
Technical / Labor Staff Member		<i>Production, fulfillment, specialized tasks</i>
External Contractor / CPA		<i>Taxes, legal, specialized consulting</i>

HIRING NEEDS & EXPANSION NOTES:

Confidential Internal Document & Updated: _____