Job Ad Template

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**JOB TITLE**

*Job Location*

**About the Company:** Identify the legal name of your company and a brief history of your organization. Mention your mission, culture, and goals. Outline what makes your company a great place to work.

**About the Job**: Provide an overview of the responsibilities and purpose of the job being recruited for. Identify day-to-day activities that will be required for the employee. Briefly outline key team members, reporting responsibilities and other stakeholders the employee will work with. Mention any key processes of which will be critical to the role. Summarize the expected results for this employee and how that fits into the operations of the organization and meeting company goals.

Responsibilities:

* Compile and file reports

**Job Requirements and Qualifications**: In this section write a summary of the ideal candidate for this position, including their education, experience, skills and attitude. Use bullet points below to identify specific experience and qualifications required for the role.

Experience:

* 5 years
* 2 years

Qualifications:

* 2-year diploma

**Hiring Process:** Outline how the hiring process will be conducted. Specify key dates, tests, interviews and how/whether applicants will be contacted at various stages in the hiring process.

Stage 1 – Receiving and reviewing applications: until 09 Sep 2021

Stage 2 – Online aptitude testing for selected candidates: 15 Sep 2021

Stage 3 – Interviews for selected candidates: 21 Sep 2021

Stage 4 – Criminal background check and Vulnerable Sector Check report

Stage 5 – Contract negotiations and contract signing

**How To Apply:** Applications may be submitted by (mail/email/online) to Point of Contact, no later than midnight 09 Sep 2021.

Job Designator/Number

Company

Attn:

Address

Number

Fax

Email

Website

***Notes****: Write any notes, position on diversity, equity and inclusion or keywords for digital platforms, here.*