

Sales /Industry Job Notice Posting Template (provide these items, please fill in the areas shown in red)

Position Title

Describe what the position is. If it has a territory you can provide the geographic area.

Posting Date

MM/DD/YY

Company Description

Describe what type of business your company or division is about.

Starting Date

Provide a date or if more flexible please provide a time table.

Salary

WGCSA requires ALL Job Notices to provide a Range of Salary so people can gauge to what they may presently be earning.

Benefits

Do you offer insurance, commissions, vehicles, travel, and education? Please list any and all things you feel are benefits to the position being offered.

Job Responsibilities

List the territory; describe day to day work responsibilities, if part of a team or other management structure feel free to list that. Who will they answer to? Who will they sell to?

Job Requirements

Would you like a certain level of school? Practical work experience? Do they need to lift heavy objects, or perform certain tasks? Do they need a CDL, or operate any special machinery? Will they be required to travel overnights or away from home? If so how often? List anything that may be unique to the position you are offering.

Main Contact

Who do you want them to contact with inquiries?

Main Contact Phone Number

(xxx) xxx-xxxx

Send Resume To

Email only? List the email address. If you will accept hard copy, provide an address

Deadline

The date you require all resumes to be submitted by

Comments

Here is where you can add any additional information you want potential candidates to know about or explain any other general information about your company or your position