



EMPLOYER | RECRUITER SERVICES

Job Posting Samples

SAMPLE 1

Company: Super Cool Company

Position: Sales Representative

Opportunity: Super Cool Company is now hiring Sales Representatives for the New England territory. Seeking ambitious candidates with a strong entrepreneurial spirit and desire to succeed.

Description: Perform outside direct sales functions on commission basis. Interact with potential customers. Build strong customer relationships. Engage in prospecting activity. Describe advantages and benefits of product. Promote product lines. Close sale. Process and expedite customer orders.

Qualifications: Bachelor degree in business or marketing. 2 years sales experience required. Experience in customer service, marketing, or public relations helpful. Strong interpersonal, consultative, and persuasive skills needed.

About: Super Cool Company has a 15 year history of manufacturing and distributing toys and novelty items. We are known for our quality products and superb customer service.

Notes: Comprehensive training program. Potential for advancement to District Sales Manager. Annual compensation range: \$70-90 K (Base plus commission). Expense account. Generous benefit package.

To Apply: Send resume by e-mail.

Contact: Joe Smith, Regional Manager / Super Cool Company / 123 Corporate Blvd, Atlanta, GA 30303 / (404) 555-5555 / jsmith@scinc.com

SAMPLE 2

Company: Aardvark Company

Position: Store Manager

Opportunity: Seeking motivated, hardworking leadership types. If you are goal-centered and results-oriented, this managerial opportunity is for you.

Description: Oversee business operations, supervise staff, coordinate sales, and ensure effective customer service. Responsible for staff training and development, inventory control, merchandising, and sales reports.

Qualifications: Bachelor degree in business or management and 2 years managerial experience required. Experience in sales and customer service desired. Proficiency with HR functions and inventory control helpful. Strong supervisory and administrative skills needed.

About: Aardvark Company is a 10 year organization that sells a wide variety of electronic and video products through 50 retail locations nationwide.

Notes: Advancement potential. Annual salary range: \$100-125 K. Benefits include medical insurance and employee discount.

To Apply: Submit resume, transcripts, and 3 letters of reference.

Contact: Fred Jones, Vice President / Aardvark Company / 456 Main Street, Boston, MA 22222 / (555) 555-5555 / fjones@aco.com

SAMPLE 3

Company: Big Time Company

Position: Event Planner

Opportunity: Seeking outgoing entry-level candidates with a strong interest in pursuing a career in public relations and event planning.

Description: Plan, organize, promote and present various large-scale public events. Coordinate event from inception to implementation. Responsibilities include procurement of equipment and supplies, scheduling and assignments of staff for each project, obtaining sponsorships, and handling of marketing activities.

Qualifications: One year experience in event planning or experience in such related fields as sales, customer service, or public relations. Strong planning and organizational abilities. Excellent supervisory and administrative skills. Strong interpersonal skills. Must have well-developed written and verbal communication skills. Seek dedicated, hardworking individual with strong sense of initiative.

About: Big Time Company is a local public relations firm with a good reputation in the community. We have provided event planning, fundraising, and public relations services to clients in healthcare, finance, transportation, manufacturing, high tech, and non-profit.

Notes: Some travel required. Potential for professional growth. Annual salary range: \$40-45 K.

To Apply: Submit resume via e-mail.

Contact: Sally Favor, Director / Big Time Company / 789 Downtown Road, Chicago, IL 55555 / (555) 555-5555 / sfavor@bigtime.com

SAMPLE 4

Company: Impressive Firm

Position: Administrative Assistant

Opportunity: Impressive Firm is now hiring an Administrative Assistant in our downtown office.

Description: Oversee all office functions and provide office coverage. Greet guests, answer telephone, take messages, and disseminate information. Duties and responsibilities include setting appointments, taking customer orders, providing sales support, handling correspondence, producing documents, filing paperwork, and ordering office supplies.

Qualifications: One year experience in a secretarial or clerical position. Strong administrative and organizational abilities. Excellent computer skills, including MS Word, MS Excel, MS Access, MS PowerPoint, and MS Outlook. Strong interpersonal abilities and excellent phone skills. Must have well-developed customer service skills. Seek dependable individual with professional attitude.

About: Impressive Firm is a local manufacturing firm with 4 locations in the metro area. We produce medical equipment and hospital supplies.

Notes: Salary range: \$20 per hour. Medical insurance. Vacation.

To Apply: Submit resume via e-mail.

Contact: Linda Love, Department Manager / Impressive Firm / 123 Easy Street, Dallas, TX 55555 / (555) 555-5555 / llove@impressive.com

SAMPLE 5

Company: Sports Shop

Position: Sales Associate

Opportunity: Sports Shop is now hiring Sales Associates for several retail locations in the southeast. If you are a sports enthusiast, this is the job for you.

Description: Interact with the public and provide effective customer service. Duties include greeting customers, answering questions, providing product information, processing customer transactions, and operating cash register.

Qualifications: One year experience in sales or customer service. Knowledge of retail sales field. Knowledge of sporting goods helpful. Strong interpersonal and customer relations skills. Excellent selling abilities. Strong verbal communication skills. Seek friendly, helpful individual with strong sense of urgency.

About: Sports Shop Inc. is a nationwide distributor of sporting goods. We have 75 retail stores located throughout the country. We are proud sponsors of local youth athletic programs.

Notes: Salary \$17 per hour. Employee discount. Tuition assistance.

To Apply: Submit resume via e-mail.

Contact: Doug Davis, Store Manager / Sports Shop / 345 University Street, Seattle, WA 55555 / (555) 555-5555 / ddavis@sportsshop.com

SAMPLE 6

Company: Smith & Jones CPA

Position: Staff Accountant

Opportunity: Smith & Jones is seeking a college graduate for an entry-level Staff Accountant position. This is an excellent opportunity to begin a career in public accounting.

Description: Perform tax preparation services for business clients. Handle tasks related to accounts payable and accounts receivable. Generate financial reports. Perform external audit functions.

Qualifications: Bachelor degree in accounting required. One experience or internship in accounting, tax, or audit. Knowledge of accounting principles. Strong administrative and organizational skills. Excellent analytical and technical abilities. Strong mathematical skills. Seek conscientious, detail-oriented individual with professional attitude and strong work ethic.

About: Smith & Jones is an independent, family-owned public accounting firm with 22 years of serving the business community. We provide tax services, business consulting, and external auditing.

Notes: Opportunity for advancement. Annual starting salary \$55-60. Medical insurance. Retirement. Vacation. Expense account.

To Apply: Submit resume, transcripts, and 2 letters of recommendation. Complete on-line application.

Contact: Henry Jones, Managing Partner / Smith & Jones CPA / 567 Business Highway, Nashville, TN 55555 / (555) 555-5555 / hjones@smithjonescpa.com

SAMPLE 7

Company: Ideal Iron

Position: Accountant

Opportunity: Ideal Iron is seeking a college graduate for an entry-level Accountant position. This is an excellent opportunity to begin a career in corporate accounting.

Description: Perform accounts payable and accounts receivable functions. Handle tax, financial reports, payroll, and expense accounts. Handle inventory control and internal audit. Responsibilities include bookkeeping, billing, and reporting.

Qualifications: One year experience or internship in accounting or business-related experience in such areas as bookkeeping, banking, or clerical functions. Knowledge of accounting principles. Strong administrative and organizational skills. Excellent analytical and technical abilities. Strong mathematical skills. Seek conscientious, detail-oriented individual with professional attitude and strong work ethic.

About: Ideal Iron is 33 year old steel manufacturing company. We provide steel products for customers in the automotive, airline, and railroad industries.

Notes: Opportunity for advancement. Annual starting salary \$50-55. Medical insurance. Retirement. Vacation. Expense account.

To Apply: Submit resume, transcripts, and 3 reference letters.

Contact: Robert Royal, Comptroller / Ideal Iron Inc. / 789 Industrial Blvd, Pittsburgh PA 55555 / (555) 555-5555 / rroyal@idealiron.com

SAMPLE 8

Company: Happy Valley Elementary School

Position: 4th Grade Teacher

Opportunity: We are seeking a dedicated Elementary Teacher who loves children and has a passion for teaching.

Description: Perform classroom instruction and facilitation of educational and developmental activities.

Responsibilities include teaching, development of lesson plans, administration of tests and grades, classroom discipline, individual remedial instruction, and parent conferences.

Qualifications: Bachelor degree in Elementary Education or Early Childhood Development. Teacher certified for grades K-6. Two years experience in teaching or education-related experience in such areas as substitute teaching, teacher's aide, tutoring, coaching, counseling, or child development. Knowledge of educational concepts. Strong teaching and instructional skills. Excellent public speaking and presentation abilities. Strong leadership and interpersonal skills. Seek caring, compassionate individual with professional attitude and strong desire to help children learn, grow and develop.

About: Happy Valley Elementary School is a student-centered educational institution that fosters a positive and affirming learning environment for all children.

Notes: Annual starting salary \$50-65. Medical insurance. Retirement.

To Apply: Submit resume and references. Complete on-line application.

Contact: Wanda Wonderful, Principal / Happy Valley Elementary School / 345 Happy Road, Jacksonville, FL 55555 / (555) 555-5555 / mmorgan@fabins.com

SAMPLE 9

Company: Fabulous Insurance

Position: Claims Adjuster

Opportunity: Fabulous Insurance Company is hiring a Claims Adjuster.

Description: Process insurance claims. Expedite each step of claims filing procedure. Confer with customer and follow up as needed. Gather customer information and investigate details of each case. Prepare and file proper paperwork. Request payments.

Qualifications: Two years experience in insurance or business-related experience in such areas as finance or clerical functions. Knowledge of insurance field desired. Strong administrative and organizational skills. Excellent analytical and investigative abilities. Strong problem solving skills. Seek assertive individual with professional attitude and attention to detail.

About: Fabulous Insurance Company provides insurance coverage for home and auto.

Notes: Training provided. Opportunity for advancement. Annual starting salary \$40-50. Medical insurance. Retirement. Vacation.

To Apply: Submit resume.

Contact: Mary Morgan, Claims Department Manager / Fabulous Insurance Company / 123 Financial Avenue, Denver, CO 55555 / (555) 555-5555 / mmorgan@fabins.com

SAMPLE 10

Company: Smart Tech

Position: IT Specialist

Opportunity: Smart Tech is seeking recent college graduates with an interest in pursuing a career in information technology.

Description: Perform various basic computer functions. Create and maintain various computer databases. Ensure efficiency of computer system. Responsibilities include data entry, basic programming, software development, system maintenance and updates, web design, and social media.

Qualifications: Bachelor degree in Information Technology, Computer Science, or Mathematics. Two years experience in computer operation or information systems. Knowledge of computer technology, including proficiency with MS Windows operating system and MS Office applications. Knowledge of systems analysis, programming languages, coding, and on-line platforms. Strong technical and analytical skills. Excellent administrative and organizational abilities. Strong problem solving and troubleshooting skills. Seek dependable, resourceful individual with strong attention to detail.

About: Smart Tech is a young, progressive information technology company that provides creative solutions to its diverse clientele.

Notes: Relaxed work environment. Fitness center. Annual starting salary \$42-53. Medical insurance. Retirement. Vacation.

To Apply: Complete on-line application.

Contact: Allen Anderson / Smart Tech / 123 Technology Blvd, San Diego, CA 55555 / (555) 555-5555 / aallen@smarttech.com



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