**Job Posting Template**

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| To create your job posting, you can copy and paste the template below into a separate document and fill in the blanks. Then add in your desired job title, responsibilities, and qualifications. |

# **Job Title**

**Position Summary**

Our team is hiring a [NAME OF POSITION] to support our growing team. You will be responsible for [DESCRIBE KEY RESPONSIBILITIES]. This is a [LEVEL OF EXPERIENCE] role that will help our team [DESCRIBE GOAL OF POSITION].

We’re looking for [DESCRIBE IDEAL CANDIDATE]. This role requires [IDEAL TRAITS], since your day-to-day work will be [DESCRIBE TYPICAL WORKING CONDITIONS].

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| ***Example:*** The Team Leader role is a new role for our 2022 season. The objective of this role is to act as second-in-command to the owner, providing direction to the team. This person will have experience managing and scheduling a large crew of at least 10 people.  We're looking for a self-starter who can manage their time effectively. The role requires drive and a sense of accountability because the day-to-day working environment will involve very little direct supervision. |

**Responsibilities**



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| ***Guiding questions:***   * If this is a role for a field worker, like a cleaner, how many jobs will you expect them to complete each day? * Will the person be responsible for scheduling new jobs, creating quotes, or invoicing? * Will they be handling customer interactions face to face, or over the phone? * Do they need to be available on certain days, or during the day, evening, overnight? |

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| ***Examples:***   * Establish positive relationships with clients by earning their trust and respect * Deliver the highest quality of customer service possible * Comply with proper safety policies and procedures * Collect payments from clients when required * Report any complaints or issues to management |

**Qualifications**



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| ***Examples:***   * A high school diploma or equivalent * Experience working in a mobile service environment * Previous leadership experience * Certifications or training * Experience with specific equipment or chemicals |

**Hours & Compensation**

* [FULL TIME / PART TIME]
* [HOURLY WAGE / SALARY]
  + ***Tip:*** Use a range if you can’t provide an exact number.

**Additional Information**

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| ***Tips:***   * Indicate any tools or training that you'll provide. * Let candidates know if you conduct any screening or testing pre-employment and during employment. These might include drug tests, driving records, or a background check. * If the posting is seasonal, let people know if there is an opportunity for extension. |

**How to Apply**

Please send your resume to [CONTACT NAME] through [YOUR BUSINESS EMAIL ADDRESS], along with a cover letter explaining why you believe you are a good fit for this position.

**All applications must be submitted by [DATE & TIME].** We appreciate your interest, but please note that we will only be contacting successful applicants.

### **About the Company**

[YOUR COMPANY NAME] was founded in [YEAR] and provides [DESCRIBE YOUR SERVICE] to [YOUR REGION]. Our dedicated team of [#] professionals helps our customers [DESCRIBE THE VALUE YOUR BUSINESS PROVIDES].

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| ***Tip:***Make a strong case for why someone should work at your company. Try to answer some of these questions:   * Why did you start this business? * How do you describe your company culture? * What makes the work fulfilling for your employees? (Ask your employees for input here!) * Why do your employees stay? * What perks do you offer? * What long-term professional development opportunities are available for your employees? * How does your company give back to the community? |