

CUSTOMIZER: Insert your Company Name

Position Title

Full-time or Part-time

Competition Number: Unique Competition #
Posting Date: Posting Date
Application Deadline: Application Deadline
Location: Example: Downtown Toronto

About Us

CUSTOMIZER: Insert a compelling description of your company and why employees enjoy working there. This language will be included in your final job posting template that will be used consistently for all non-senior job postings.

For a view into our world, please visit our website: CUSTOMIZER: Insert link to Careers page

About the Position

Insert a brief description of the position - make it interesting!

REPORTING & RELATIONSHIPS

- ◆ Describe who the position reports to
- ◆ Describe any direct reports
- ◆ Describe internal and external relationships

COMPENSATION & BENEFITS

We offer remuneration commensurate with experience, and in accordance with our established salary guidelines. We offer a competitive package of benefits and perks, which include:

- ◆ CUSTOMIZER: Insert consistent benefits or perks that will be used in all job postings
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RESPONSIBILITIES/ACCOUNTABILITIES

Insert main responsibility heading - Example 'Strategy'

- ◆ Insert bullet describing responsibility in more detail

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This template is included in the ConnectsUs HR™ Toolkits.



Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.



CORE COMPETENCIES

- ◆ **Insert core company success traits from your completed JE-3530-M. Job Description Form or from JE-3510-R. List of Competencies:**
 - Insert competency description
 - Insert competency description
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 - Insert competency description
 - Insert competency description

How to Apply

If this sounds like you, we would love to hear from you!

Email your cover letter and resume in one file by **Insert application deadline date** to **CUSTOMIZER: Insert 'Jobs' email address**.

Be sure to include the following in the subject line or your application may not reach the appropriate person:

- ◆ Your name
- ◆ **Enter a keyword for the position such as "Marketing". Note: A Rule should be created in the jobs email inbox to direct all incoming subject lines that contain the specified keyword and position number into a designated folder.**
- ◆ Position number "**Insert Unique Position Number**"

We kindly ask that applications be sent by email only—no fax or mail applications please—and request that you do not phone.

All applicants will receive an automated email response confirming receipt of their application submission.

Due to the high number of applications we receive, only applicants who are selected for an interview will be contacted. Periodic updates regarding recent postings are published on our website Careers page once the application deadline has passed.

We sincerely thank all applicants for their interest in **CUSTOMIZER: Insert your company name**.