

**CUSTOMIZER: Insert your Company Name**

## Position Profile

### Position Title

**Competition Number:** Unique Competition #  
**Posting Date:** Posting Date  
**Application Deadline:** Application Deadline  
**Location:** Example: Downtown Los Angeles

### The Company

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CUSTOMIZER: Insert a compelling description of your company and why senior management would want to work there. This language will be included in your final job posting template that will be used consistently for each posting for senior positions.

### The Need

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Insert description of the Company's needs as it relates to this position.

### Location

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Insert location of position

### The Position

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Insert a high-level description of the position. See example provided below.

This position assumes responsibility for Insert list of high level responsibilities.

Through a team of directors, and professional and support staff, the successful candidate will develop, recommend, and implement appropriate management strategies and oversee achievement of List high-level business objectives for the division.

More specifically, the successful candidate will:

- ◆ List specific job responsibilities

### Key Results

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List key results of the position. Examples provided below:

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### 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.

## Key Relationships

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### Internal:

- ◆ EXAMPLE: VP of Sales
- ◆ EXAMPLE: VP of Sales
- ◆ EXAMPLE: VP of Sales
- ◆ EXAMPLE: VP of Sales

### External:

- ◆ EXAMPLE: Investors
- ◆ EXAMPLE: Clients

## The Candidate

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The successful candidate will be a well-rounded, entrepreneurial-minded executive with a demonstrated record of successful business leadership. We are seeking someone who will bring experience in the areas of List required areas of experience.

The position requires a university degree—minimum Bachelor-level and preferably in EXAMPLE: Business—supplemented by at least EXAMPLE: 15 years of related experience in progressively responsible positions, the majority of which were business leadership roles in Insert industry or field.

Experience should include responsibility for EXAMPLE: a major commercial portfolio. Experience and exposure to List additional preferred experience is a definite asset.

Technically, the successful candidate will have mastered the skills of List required skills. We require an accomplished EXAMPLE: negotiator with a sound understanding of EXAMPLE: contracts, a strong EXAMPLE: financial analyst who possesses the ability to EXAMPLE: sell themselves and their ideas.

A proven business leader, the successful candidate excels in understanding and contributing to the broader corporate strategy. This individual possesses sound organization and planning skills, and the proven ability to translate ideas into successful actions.

The successful candidate is an exceptional people manager and mentor, with the skills to motivate and challenge a team of professionals. Other success factors include proven decision making, strong team focus, and the skill to build consensus.

Well-developed business judgment, a focused, results orientation, and clear understanding and appreciation of EXAMPLE: customer service is preferred. Excellent communication and presentation skills are essential, as well as outstanding interpersonal skills and good personal presence and confidence.

To be successful in this role the selected candidate must be a self-starter, possessing a high degree of initiative and energy. A 'can do' attitude and an ability to think on the fly are also prerequisites to success.

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