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**Sample Job Posting Template**

**Job Title: Marketing Coordinator**

**About Us [*or* What Makes Our Company Special]**

*Include all the cool things about your company and what makes your firm special. As an example:*

PTDA Bearings & Power Transmission, Inc. is a small family business that believes our employees are part of the family and our company is part of the community. From our central location for the past 84 years, you may have seen us pitch in at the local food bank, sponsor a Little League team and hold a holiday open house for the community.

**Our Values**

*Explain how the position fits in the company and why it is important. As an example:*

Our mission is to keep our customers coming back and saying good things about how they were treated.

*Explain why this position is important to your company:*

As the Marketing Coordinator your writing and editing skills will showcase our excellent customer service into marketing pieces for both existing and potential customers. .

**The Job**

*List three-five tasks the person is responsible for. Use an active voice.*

Marketing creates the collateral that produces sales. Without targeted and enticing marketing materials (print, online, video and social media), we aren’t able to tell the whole story of our products and services. Marketing promotes our culture of customer service.

* Produce, write, edit, proofread corporate and/or customer story content for B2B marketing.
* Create and coordinate marketing updates for website, social media, email marketing, press releases, applications stories, flyers, catalogs, media opportunities, training and trade shows.
* Set and meet marketing project deadlines and provide timely results of project impact.

**The Ideal Candidate**

*Describe the kind of person who would be a perfect fit for the job.*

You will have marketing experience, preferably in a B2B setting. Your excellent organization and project management skills will keep our marketing efforts on track. Your ability to truly care about people will showcase our culture of customer service.

**Our Offer**

*What’s in it for them (besides the job)? For this level of position, benefits such as retirement planning and paid health insurance may not be as attractive as paid time off or a flexible working schedule. Remember to include benefits, especially any that you believe are unique to your company. Potential candidates are interested in salary/pay rate. You may want to consider including to help weed out those not willing to work for what you’re offering.*

We offer a competitive salary and benefits package and provide 15 paid days off a year. We also offer a flexible working schedule and provide employer paid health and dental insurance for you and your dependents.

*Include any other additional information that would help a candidate learn more about your company. As an example:*

To learn more about us, watch our video at youtube.com/PTDABearings.

*Close with letting the candidates know how to communicate with you. It is essential that you offer an electronic way for them to apply.*

Let us know you’re interested! Click on the link below to apply or email your resume to HR@PTDABearings.com.