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**Sample Job Posting Template**

**Job Title: Marketing Manager/Senior Marketing Manager**

**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.

*Also, explain why this position is important to your company:*

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

**The Job**

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

You’ll have day-to-day responsibility for the execution of the company’s marketing plan. You will work closely with the Sales Manager to support and coordinate marketing campaigns.

* Conduct marketing communications directed to specific customers and key target industries.
* Develop marketing materials to be used by the sales force, both print and electronic delivery.
* Oversee changes on the company website related to image and customer communications.
* Develop video content to highlight company products and service abilities.

**The Ideal Candidate**

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

You’ll need to be an experienced marketer in all areas (print, electronic, social media, video, website) who will go the extra mile to assure our customers find the right product to fill their needs. You will be a good listener, a team player and have prior experience in managing people.

**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 will probably be more attractive than time off. 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 salary to help weed out those not willing to work for what you’re offering.*

We offer a competitive salary and benefits package including matching employee contributions to our 401(k) plan up to four percent of salary. This position includes 15 paid days off a year. Our facility is easy-to-get-to by bus, train and bicycle (there’s a bicycle path a block away) and parking is free for employees and customers in our secure lot.

*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 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.