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**Sample Job Posting Template**

**Job Title: Vice President – Sales**

**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:*

Sales is the driving force for our business. While making sure sales opportunities are pursued and achieved, your honesty and sincerity with customers and employees are essential values you bring to this positon.

**The Job**

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

You’ll have to be a good negotiator and make on-the-spot decisions to keep customers, suppliers and employees happy.

* Make final decisions regarding customer rebate program, sales force incentives, large customer returns and other issues that require senior management input.
* Actively monitor monthly sales figures to assure we are meeting our sales goals and take appropriate action to assure they are met.
* Manage the entire sales department and assure employee engagement.

**The Ideal Candidate**

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

If you are the ideal candidate for this critical position, you are able to think strategically, comfortable with making hard decisions and exhibit trustworthiness in all business relationships. You’ll also need to be a great communicator as well as a listener, comfortable dealing with all varieties of people and have prior experience in sales management.

**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 401(k) plan up to six percent of salary. We also provide health and dental insurance for you and your dependents. This position includes 20 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.