



RESOURCES

Sample Job Listings

Sample Applicant Instructions

20 Common Job Titles

70+ Job Posting Sites

Applicant Email Response Template



SAMPLE JOB LISTING #1

Position: Clerical Assistant

Do you enjoy working behind the scenes? You are what we need to keep our company ticking!

WARNING! If you simply submit your resume, your application will be automatically declined.

Our company has an immediate opening for a CLERICAL ASSISTANT. You will be involved in the administrative side of the company. The focus of this position is to provide the day-to-day office support through a variety of clerical activities in order to ensure efficient operation of the department.

You will be working full-time within standard office hours. We need someone who can carry out assignments independently with little oversight, a team player and a fast-learner. Apart from the tasks that you have to complete every day, administration projects will help break up any monotony and should add some interest to your job.

RESPONSIBILITIES INCLUDE:

- Provides clerical support to the department assigned.
- Sorts, files and maintains filing systems.
- Does required research for projects.
- Types forms, memoranda, and other copy material.
- Gathers specified information and compiles routine reports.
- Performs data entry of documents.
- Answering and directing phone calls.
- Handling inquiries and incoming work requests.
- Demonstrates excellent customer service skills.
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Successful candidates must be exceptionally detail oriented and must have a high level of discretion. Work with us and in return, we will help you advance your career through the training and skill development programs we provide. The requirements listed below are representative of the knowledge, skill and ability required.



JOB SKILLS AND REQUIREMENTS:

- Basic computer skills necessary, advanced preferred.
- Excellent verbal communication skills and phone etiquette.
- Attention to detail, organization and memory skills
- Ability to work independently on assigned tasks.
- Maintains consistent attendance.
- Ability to multi-task, prioritise, and manage time effectively.

Our goal is to fill this position with an amazing person that we can work with for many years to come. We can provide you with a stable, fulfilling and rewarding way of sharing your gifts to the world so you can enjoy a good quality of work-life balance.

Your start date? Immediately upon Hire!

If this position is of interest to you, please use the link provided in the ad to apply. The link will take you to the job application form. It will provide ALL the details about the position, and how to SUBMIT YOUR APPLICATION CORRECTLY:

(*SAMPLE ONLY: INSERT YOUR OWN LINK*)

<http://www.screencast.com/t/B6yKGjCapyHk>

(You may need to copy/paste the link)

Compensation: DOE

PLEASE DO NOT SUBMIT YOUR APPLICATION HERE!

Follow the application instructions above!



SAMPLE JOB LISTING #2

Position: Customer Service Support

Do you enjoy helping others? We want to hear from you!

WARNING! If you simply submit your resume, your application will be automatically declined.

This is your chance to join a team dedicated in helping customers with complaints, billing, cancelations and other queries. We are looking for well-qualified candidates to help spearhead our customer service department.

We need a CUSTOMER SERVICE SUPPORT who can provide timely and accurate information to our customers and offer them solutions according to their needs. Our goal is to put the customer at the center of everything we do by way of delightful interaction. To build trusting relationships by delivering the best customer service.

Our company is built on excellence. We follow a culture that values growth, achievement and diversity. Customer Service is very important to us since it's the first-line of contact with customers, setting the tone for how customers will view the company. The information you provide will help them make better decisions in every transaction.

RESPONSIBILITIES INCLUDE:

- Attracting potential customers by answering product and service questions
- Recommending other products and services by analysing customer needs
- Building trusting relationships through open communication
- Opening new customer accounts
- Maintaining customer records by updating account information
- Resolving customer complaints and provides appropriate solutions
- Keeping records of customer interactions
- Following up to ensure resolution
- Preparing product or service reports

We need your passion in communication, compassion and people skills. Your role is to act as a liaison between the customers and the company, providing product/services information and resolving any emerging problems with efficiency.



You will be working full-time working closely with the Team Leader, senior level Customer Service Representatives and sales personnel to ensure customer satisfaction. We need someone who can work independently with little oversight. A team player with great people skills and a fast-learner. Independent judgment and discretion are required to resolve non-routine matters.

JOB SKILLS AND REQUIREMENTS:

- Proven customer support experience
- General knowledge of business operating procedures
- Computer skills including ability to input, edit, save and retrieve data
- Ability to listen and communicate effectively
- Possess strong problem solving skills
- Attention to detail, organization and memory skills
- Detail oriented and works with a high degree of accuracy
- Handles confidential financial and personal information appropriately
- Ability to handle stressful and difficult situations
- Ability to multi-task, prioritise, and manage time effectively
- Interacts well with people of all ages and diverse backgrounds

We want to fill this position with an amazing person that we can work with for many years to come. Work with us and in return, we will help you advance your career through the training and skill development programs we provide.

Your start date? Immediately upon Hire!

For ALL the details about the position, and to SUBMIT YOUR APPLICATION CORRECTLY, follow these steps:

(*SAMPLE ONLY: INSERT YOUR OWN LINK*)

<http://www.screencast.com/t/B6yKGjCapyHk>

(You may need to copy/paste the link)

Compensation: DOE

PLEASE DO NOT SUBMIT YOUR APPLICATION HERE!

Follow the application instructions above!



SAMPLE JOB LISTING #3

Position: Office Manager

Ready to spearhead office operations and processes?

WARNING! If you simply submit your resume, your application will be automatically declined

Our company is looking for an OFFICE MANAGER who can organize and coordinate administration duties and office procedures. You will be working to create and maintain a pleasant work environment. We will count on you to ensure high levels of organizational effectiveness, communication and safety. This role will also encompass special tasks from our co-founders on an as-needed basis.

RESPONSIBILITIES INCLUDE:

- Providing general administrative support
- Coordinates the operations of the office
- Scheduling meetings and appointments
- Making office supplies arrangements
- Manage contract negotiations with office vendors
- Organize the office layout
- Greeting and providing support to visitors
- Assist in the onboarding process for new hires

You will be working full-time, managing the administrative, payroll, and HR functions of the office. We need someone who can work independently with little oversight. A team player with great people skills and a fast-learner. Someone who is creative and a visionary when it comes to office decoration and space organization.

This position requires advanced computer skills and the ability to generate reports and analyze statistics. You should have experience with a variety of office software, such as spreadsheets and email tools, and handling administrative duties. Previous experience as a Front Office Manager or Office Administrator would be an advantage.



JOB SKILLS AND REQUIREMENTS:

- Knowledge of office administrator responsibilities
- Hands on experience with office machines
- Familiarity with email scheduling tools
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Ability to listen and communicate effectively
- Leadership skills to motivate, discipline and resolve conflicts
- Creative mind to suggest improvements

Our goal is to fill this role with an amazing person that we can work with for many years. We can provide you with a stable and fulfilling way to share your gifts to the world.

Your start date? Immediately upon Hire!

For ALL the details about the position, and to SUBMIT YOUR APPLICATION CORRECTLY, follow these steps:

(*SAMPLE ONLY: INSERT YOUR OWN LINK*)

<http://www.screencast.com/t/B6yKGjCapyHk>

(you may need to copy/paste the link)

Compensation: DOE

PLEASE DO NOT SUBMIT YOUR APPLICATION HERE!

Follow the application instructions above!



SAMPLE APPLICANT INSTRUCTIONS

Here's what you're going to do next...

1. Go to GOOGLE.COM
2. Search for this EXACT Phrase: **KEYWORD BIZ/SITE NAME ***
3. Visit our website!

(Hint: Are you ready to discover the secrets to elevate your business into a brand?)

You should be able to figure it out from there; otherwise you are probably not the right person for the job. Be sure you are visiting our homepage for clues to solve the puzzle.

**Examples:*

DES MOINES ELECTRICIAN ACME ELECTRIC

ATLANTA DENTIST PRESTON FEELGOOD

MIAMI PERSONAL INJURY ATTORNEY MATT GREEN



20 COMMON JOB TITLES

(that span a wide variety of businesses)

Office Manager
Office Support
Bookkeeper
Customer Service/Support
Administrative Assistant
Call Center Representative
Front Desk Clerk
Data Entry
Retail Sales Clerk
Receptionist
Assistant Manager
Internship
Writer
Maintenance Manager
Account Manager
Operations Manager
Outside Sales Representative
Project Manager
Sales Representative
Payroll Administrator



JOB POSTING SITES

FREE/FREEMIUM OPTIONS	PAID OPTIONS	INTERNSHIPS
www.jobisjob.com	www.linkedin.com/post-a-job/	www.ucanintern.com/
www.glassdoor.com	www.craigslist.com/	www.internships.com/
www.indeed.com	www.monster.com/	www.collegegrad.com/
www.Facebook.com	www.hiring.careerbuilder.com/	www.campuscareercenter.com/
www.ebayclassifieds.com	www.weworkremotely.com/	www.internjobs.com/
www.jobvertise.com	www.dice.com/	www.wayup.com/
www.doostang.com/	www.snagajob.com/	www.youtern.com/
www.malakye.com/	www.beyond.com/	
www.jobspider.com/	www.dribbble.com/	
www.yakaz.com/	www.coroflot.com/	
www.angel.co/	www.jobsradar.com/	
www.hiring.wisestep.com/	www.levo.com/	
www.hound.com/	www.juju.com	
www.learn4good.com/	www.careerbliss.com/	
www.anyonehiring.com/	www.mediabistro.com/	
www.allstarjobs.com/	www.jobs2careers.com/	
www.theladders.com/	www.geebo.com/	
www.oodle.com/	www.jobsflag.com/	
www.flexjobs.com/	www.us.jobs/	
www.activehire.com/	www.authenticjobs.com/	
www.jobcrank.com/	www.dieseljobs.com/	
www.jobzoom.com/	www.proven.com/	
www.resumark.com/	www.mightyrecruiter.com/	
www.postjobfree.com/	www.jobrapp.com/	
www.backpage.com/	www.iapplicants.com/	
www.4ghire.com/	www.techfetch.com/	
www.jobsite.com/	www.jobxoom.com/	
www.snapreruit.com/	www.pure-jobs.com/	
www.onlinejobs.ph/	www.totallyhired.com/	
www.hiremymom.com	www.vacancyopen.com/	
www.peopleperhour.com/	www.genuinejobs.com/	
www.guru.com/		
www.project4hire.com/		
www.freelancer.com/		
www.ziprecruiter.com/		



APPLICANT EMAIL RESPONSE TEMPLATE

Hi {CANDIDATE_NAME}!

Wanted to confirm with you that you followed these directions to properly submit your application to us?

This image shows the correct steps: <http://www.screencast.com/t/B6yKGjCapyHk>

****INSERT YOUR OWN IMAGE**

By the way, I'm really impressed by your resume and credentials. I look forward to connecting with you... if you can pass the 1st challenge! ;)

Are you up for it?

Thanks!

Signature