

„No Worries“-Deal

Our service to you: we draft your employment ad!

Thank you very much for deciding to post your employment ad via 1000jobboersen.de In order to draft a concise job description, we need some information about the job you're offering. Based on this information, we will develop a precise employment ad, which will strongly contribute to your hiring success.

We need information about:

...your job description:

- ✓ In which (positive) way does this specific vacancy vary from other positions in your company? (particularity/excitement of the job)? e.g., You will develop new channels of distribution for the European leader in cosmetics production.
 - ✓ Why should highly qualified candidates apply for your company? e.g., Soon after your on-the-job training you will supervise your own team.
 - ✓ Job title: Are there any alternative job titles? e.g., Human Resources Manager, Personnel Director, Head of Personnel Department
 - ✓ Area of operations/branch: indispensable information, e.g., You will be a member of our sales team.
 - ✓ Duties, Responsibilities: What exactly are the tasks? In which ways does this job differ from "classic" tasks? e.g., You and your own team will develop new channels of distribution, you will guide your team members and agree upon definite goals.
 - ✓ Superiors/ Reporting path: e.g., You will report to the Head of Personnel Department.
 - ✓ Career Advancement/ Acquisition of further qualification: e.g., You will benefit from training courses concerning contract negotiations/telephone calls.
 - ✓ Further particularities/ What are the benefits of this particular position in your company that will convince a candidate to apply for your vacancy? e.g., company kindergarten
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...the required professional profile/candidate profile:

- ✓ Required job training/education, e.g., University degree
- ✓ Previous job experience (for how long, in which line of business, in which position),
e.g., You have been working as a sales employee in an IT business for at least two years.
- ✓ Are there candidates who have worked in different positions that might still be taken into consideration? What kind of experience does this job require? e.g., You have been working as an IT developer and would like to expand your line of work to the sales department.
- ✓ Linguistic proficiency (which languages do you speak and how well):
e.g., Fluency in business English
- ✓ IT proficiency (what software do you use and how well?):
e.g., Strong working knowledge of MS Office
- ✓ Does your candidate have to be mobile? How much so?
e.g., You should be able to be deployed nationwide, 60% of your customer care will take place in the field.
- ✓ Which soft skills are required of the candidate? e.g., Ability to work in a team, strong communication skills, ability to react flexibly to new situations

**Please provide us with your information via email
or call your personal account manager at 1000jobboersen.de**

How will we proceed?

- As soon as we receive your information, we will create your employment ad.
- After two work days at most, you will be sent the first draft of your employment ad.
- After your approval, we will post your ad on the specifically-chosen, best-fitting job boards.