

JD Posting Rules & Regulations

To help you publish job descriptions that comply with legal requirements and maintain positive relationships with our clients, we have a few important guidelines that we ask you to follow. We ask that you carefully review this document before posting any job descriptions to ensure compliance with relevant laws and best practices.

Failure to comply with the regulations will lead to:

- Step 1: Manager will be notified and the JD will be taken down until updated
- Step 2: Access to posting JDs on LinkedIn/JazzHR/IPG website will be removed

THE MAIN RULES

- **NEVER include the client's name** on a job posting on any site (CTRL-F to double check)
- Add **APN# on the top of your JD** when posting a job externally
- Always include the salary range on **ALL USA PUBLIC JOB POSTINGS** (SB 1162 Law)

- Examples:



Location: Los Angeles, CA

Type: Hybrid, 2-day onsite per week

Contract: 6-month W2 contract, , with possible extension to 12-month

Pay rate range: 45-55/hr USD



Pay up to \$50/hr based on experience

We are looking for a talented and self-driven Senior Product Designer with a UX focus to join our Global Design Team (North American & Europe). You will play an important role on creating

- Make sure the JD is organized, clean, and without typos (read through before posting)
 - Example of a **great JD**:

Creative Designer(Graphic & Visual Design)

📍 Sunnyvale, CA 🕒 Contracted 🎓 Experienced

HYBRID in Sunnyvale (3 days onsite, 2 days remote, CANNOT BE FULLY REMOTE)

Pay Rate: \$28-\$30/hr

We are looking for a talented and self-driven designer to join our international team located in Sunnyvale, California. You will play an important role on increasing our brand and service awareness, driving buyer engagement through marketing and promotion design.

The North American Design team is located in Sunnyvale, California. We are a diverse group of UX designers, creative designers, content strategists, and user researchers. As a Senior Creative Designer on our global team, you'll have the opportunity to positively impact millions of people through our leading B2B and B2C platforms.

Key Responsibilities and Expectations

- Conceive and implement concepts, guidelines, and strategies in various creative projects and oversee them to completion.
- Support local promotion campaigns with online and offline materials.

◦ Examples of JDs that need to be **reorganized/edited**:

■ Split up long paragraphs to make it easier for a candidate to read:

Our client, a wholly-owned subsidiary of Our Client's Parent Company. Established in 2015, Our client's goal has been to establish a smoke-free world while raising the quality of life for our users through innovation and experience. We want to make a difference in the lives of our users, and create products that can fit all levels and styles of vapers, to help as many as possible. **Job Responsibilities:** To make a proper schedule to visit local wholesalers/sub-distributors and chain stores in the base state. Sell directly to some qualified distributors; direct some local wholesalers/sub-distributors/V-shops to purchase from partners in base state. Help the team hit the sales target and coverage rate target in base state. To collect information about market competition while visiting shops. To regularly report to HQ with data and information required. Collect and develop information related to the market position of the second batch of customers, introduce brands and products, realize the brands and products on the shelves, and lead to the placement of orders to complete sales targets. Collect and organize channel information, complete the channel positioning map of the channel. Collect and develop chain stores to achieve brand and product introduction and shelf. Place the regional core stores, understand the market and competitive product information, realize the brand shelves and place orders. Further implement the local promotion and supervision of product listing and complete other tasks. **Qualifications and special skills required:**

- Experience in sales, marketing or customer service in the vaping related field.
- Passionate about the art of vaping.
- Be familiar with the market area of the assigned region.

■ Make sure there aren't any typos as seen below:

Pay Rate: \$50-\$60/hr

About the role

The Technical Program Manager will partner with a software engineering team based in Mountain View.

■ There are bullet points as well as numbers:

Preferred Qualifications

1. •Experience with e-commerce businesses
2. •Experience with supporting complex system (e.g., enterprise product) design, studying SMB and mid-Enterprise segments as well as vertical markets•
3. Experience with analyzing log data for user behaviors
4. •Experience with business analysis, industry analysis, investment analysis, or supply chains analysis
5. •Fluent in English, and Chinese (Mandarin) will be highly desirable
6. •A portfolio demonstrating past work experience and deliverables
7. The total pay range for this position at commencement of employment is expected to be between \$119,640/year and \$195,600/year. However, base pay offered may vary depending on multiple individualized factors, including market location, job-related knowledge, skills, and experience.

Posting on JazzHR

*Please note, when posting on **JazzHR**, your job posting is automatically posted on **LinkedIn** as well!

On JazzHR, there is an option to enter the salary in the box (seen below) **BUT** due to a bug on JazzHR, this **salary will NOT be uploaded on the LinkedIn job posting when posted in this box.**

▼ HIDE ADVANCED OPTIONS

≡ ADVANCED JOB DETAILS

Department or Business Unit

Internal Job Code

Salary Range (Public)

to

USD



Annually



To fix this issue and be in compliance with SB 1162, please make sure to **include the salary in the written JD as seen below:**

Job Title *

Procurement Specialist-Temp to Hire-Mandarin

Employment Type *

Temporary to Full Time

Minimum Experience *

Experienced

Recruiting Workflow Template ⓘ

JazzHR Standard Workflow

Scorecard Template ⓘ

Select a Scorecard Template...

Job Description *

B I U | | | | | Font | Size | | | | | |

Procurement Specialist(100% Onsite)

Pay Range: \$40-\$50/hr

Posting on the IPG website via APN

It has come to our attention that there has been a glitch with APN job postings not appearing on the IntelliPro website. Please note that this bug is fixed! We are now requiring **all job postings to be posted on our site via APN**. Please update your requisition and click the "**Post on IPG website**" box.

Bill Rate

Min - 27

Pay Rate

Min

Job Function *

Operations-Others x ▼

Required Skills *

x Driving x True

☐ Post on IPG website

After you click this box, it will prompt you to write the job posting:

Post Job

Please enter job type and job description. It will show on IPG website

Job Type *

Contract

Public Job Description *

B

I

U

Q

I_x

Job description

IntelliPro is helping a client hire Autonomous Vehicle Operators to support B2B short-haul logistics in various locations throughout the US and Canada on a contract basis. We're seeking motivated individuals with a passion for technology to join our client's operations team.

Our client is leading the way in autonomous middle-mile delivery by developing a safe, efficient, autonomous delivery solution that addresses real pain points for the retail industry. Operating on fixed, predetermined routes, they are the first company to develop and deploy light/medium duty autonomous box trucks.

Cancel

Confirm

Make sure to do the following:

- Make sure the **client name is NOT on the posting** (CTRL-F to double check)
- Have **salary range listed** for **ALL POSTINGS**
- Make sure JD is clean and organized

Reminder/Key Points

- Remember not to post the client's name or proprietary information publically without consent from the client. Failure to do this could lead to us losing the client (this has happened before)!
- **Account Managers:** Edit the APN job description and remove clients' names, any proprietary naming convention, and information you do not want to be shared publicly. Put that information in the notes section. Do not take the risk of someone accidentally copy-pasting the JD.
- If you are unsure, please ask someone senior to review your post.
- There were some posts that started with IPG is leading in the banking industry/health care industry, etc. (If that is not true, do not put in the job description as it's misleading and candidates could view it as sketchy)
- **Final Reminder:**
 - Make sure the **client name is NOT on the posting** (ctrl-f to double check)

- Have **salary listed** for **ALL POSTINGS**
- Make sure JD is clean and organized
- Add **APN# on the top of your JD** when posting a job externally