LIST OF ITEMS REQUIRED ON A JOB DESCRIPTION

1. Job Title
2. Company Name
3. Company Logo, Image, Video, etc.
4. Company Summary
5. Company Website
6. Contact Person Email/Phone No
7. Position/Job Summary
8. Location
9. Educational Requirements
10. Seniority Level
11. Job Type
    1. Full Time
    2. Part Time
    3. Contractual
    4. Internship
12. Job Function
13. Industry/Domain
14. Mandatory/Must-Have Skills/Primary Skills
15. Mandatory/Must-Have Skills/Secondary Skills
16. Optional/Good-To-Have Skills/Treasury Skills
17. Roles & Responsibilities
18. Min. Experience
19. Max. Experience
20. Salary Range
21. Job Validity
22. Age Requirements
23. Gender Requirements
24. Ethnicity Requirements
25. Shift Timings for Support Jobs
26. Notice Period
    1. Immediate
    2. 2 Weeks
    3. 1 Month
    4. 2 Months
27. Travel Required
28. Leadership Experience
29. Entrepreneur Experience
30. Startup Experience
31. International Experience
32. Special Demands/Other
33. Cross-Culture Experience
34. Multi Language Requirements
35. Work Authorization
36. Comments