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**Sample Job Posting Template**

**Job Title: Branch Operations Manager**

**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.

*Explain why this position is important to your company:*

As the on-site manager for our [location] branch, you will oversee all operations of the store – including sales, accounting, inventory, marketing, personnel and warehouse. As operations manager, you will set the bar for customer service at the [location] branch to assure that we are meeting our mission.

**The Job**

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

You’ll have oversight for the operations of this XX-person branch, ensuring branch profitability and customer satisfaction.

* Manage all aspects of the store inventory, including customer returns and returns to vendors.
* Oversees all branch/store staff including the sales function and when necessary participates in selling.
* Able to fill in for all store positions in the event of illness, vacation or open position.

**The Ideal Candidate**

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

The ideal candidate for this critical position cares about helping people and is looking to

take on a bigger challenge by managing all operations of this XX-person branch. Your past management and customer service experience will be put to good use as you are the person to whom customer issues will be elevated. You need to have excellent listening skills and empathy with both customers and employees.

**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 may be as attractive as paid 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 to help weed out those not willing to work for what you’re offering.*

We offer a competitive salary and benefits package and provide 20 paid days off a year. We also provide health and dental insurance for you and your dependents as well as a 401(k) with employer match up to six percent.

*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 to 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.