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**Sample Job Posting Template**

**Job Title: Counter Sales (Inside Sales, Level 1)**

**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 first face our customers will see when they enter our building to pick up an order or with help identifying the part they need replaced, you’ll set the tone for their experience.

**The Job**

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

You’ll have to make on-the-spot decisions to keep customers happy and become an expert on what product is used for what purpose.

* Respond enthusiastically to walk-in, phone and internet customer inquiries regarding product selection and pricing inquiries.
* Ask questions to better understand the customer’s needs, ensuring you’re providing the best solution to their problem.
* Enter all orders into our system, for in-person pick-up, make sure the order is ready when promised.

**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 willing to learn all about the world of power transmission.

We’re looking for someone who is friendly and will enjoy helping our customers find what they need. We’re looking for someone who is a good listener and, through training we’ll provide on our products, will be able to assist the customer in finding the right solution to their problem. Two important traits are the ability to think on your feet and pay close attention to details.

**Our Offer**

*What’s in it for them (besides the job)? For this level of position, benefits such as retirement planning may not 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 who would not be willing to work for what you’re offering.*

We offer a competitive salary and benefits package and have a tuition reimbursement program as well as 15 paid days off a year. And, we promote from within. Our facility is easy-to-get-to by bus, train and bicycle (there’s a bicycle path a block away) and parking is free for employees and customers in our secure lot.

*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 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.