

Firm/Company Name

(Send copy of firm logo for posting)

| | | | |
|---|--------------|-------------------------|------------------------------------|
| Job Title [Position]: | | Job Category: | |
| Department/Group: | | Posted By: | |
| Location: | | Travel Required: | |
| Level/Salary Range: | | Position Type: | [i.e.: full-time, part-time, etc.] |
| HR Contact: | | Date posted: | |
| Reports to: | | Posting Expires: | [i.e., 30-days] |
| Applications Accepted By: | | | |
| Fax or E-mail: | Mail: | | |
| Attention: | | | |
| Job Description | | | |
| Brief Summary: | | | |
| | | | |
| Duties: | | | |
| | | | |
| Skills/qualifications: | | | |
| | | | |
| <i>[NOTE: Attach separate sheet(s) as necessary with the complete job description]</i> | | | |