

Sample Job Posting

Post a Job [Job Posting Help](#)

denotes required fields

Job Location

Job Title

Job Type

Wage Rate \$ per Negotiable Depends on Experience Commission

Closing Date Day Month Year (30 day listing maximum)

Job Description and How To Apply
You must provide information on how to apply

L&A Enterprises has an opportunity for a full time Executive Assistant who will report to the Vice President of Sales. Duties of this position will include basic administrative tasks (answering the phone, photocopying, filing, etc.), creating reports and presentations, and managing the Vice President's schedule. Hours are generally 8am to 4:30pm, five days a week but may also require some weekend work and out of town travel.

The ideal candidate will possess:

- Superior word processing and spreadsheet skills.
- Strong organizational and time management skills.
- Strong team and interpersonal abilities.
- A keen eye for detail.
- An Office or Business Administration Certificate or Diploma

To apply:

- Email your resume and cover letter to jobs@company.com
- Fax your resume and cover letter to 403-555-5555
- Apply in person at 123 Main Street, Olds AB

Company Name

Profile Email Address

Profile Password (6 to 12 characters, no spaces) Show Text

Only postings for locations within the Mountain View County area are accepted

Your posting will be automatically deleted from the site on the *Closing Date*

Use dashes or asterisks to separate information

Don't forget to include detailed information on how to apply for the position!

Your *Profile Email Address* and *Profile Password* will **NOT** appear on your listing and are only used to login and manage the listing

Helpful Hints

- You can easily manage all your existing postings by going to the [Employers](#) section of our website and logging in with the email and password used when posting a job at the top of the page. Here you can:
 - Review all your active postings
 - Edit the details of a posting
 - Relist, shorten or extend a posting
 - Delete a posting
- Don't forget to include instructions on how to apply for a job posting within the *Job Description* box
- Should you have questions or encounter issues, please contact Careers For Everyone at (403) 556-3808

