WRITING A JOB ADVERT JOB ADVERT

Use the details on the job description and person specification to create a job advertisement.

REMEMBER:

- Make it clear what the job involves.
- Give most attention to what you consider to be the most important requirements for the
- Make it clear what you must have to get the job and what might help you to get it.
- You want to encourage as many people to apply as possible (but ideally only people who might get the job).

HEADLINE WITH JOB TITLE (eg. Wanted: Personal Assistant to the Chief Executive)			57.84Pa. 35.84P. Abd	 -	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
SALARY/PAY Decide what you think you should pay to attract the right candidates (eg. £17k pa', which means '£17,000 per annum', ie. per year)							
INTRODUCTION One sentence to say what the job is and the key things you're looking for as an employer.	Transfer little desired and section	erani en		·····			₩.
DESCRIPTION A longer, more detailed outline of the kind of person you're looking to employ and what they need to have, including any specific skills and/or or qualifications.	er u		# 1 4		ä		
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APPLICATION DETAILS Say how you want them to apply (eg. covering letter, CV, application form, any exercise you want set) and give a deadline.						34	

JOB DESCRIPTION

ADVERTISING SALES EXECUTIVE

MAIN TASKS

- Phoning clients and agencies to sell advertising space in the magazine and website in line with sales targets.
- Negotiating prices and discounts.
- Where necessary, helping clients develop effective advertising and upselling the services of the creative department to create advertising.
- Liaising with the creative department to oversee the production of adverts for your clients.
- Generating analytics reports on the performance of online advertising campaigns.

OTHER TASKS

- Maintaining up-to-date client information on the Client Relationship Management system.
- Producing weekly and monthly sales reports for the ASM.
- Attending regular sales meetings.
- Attending trade fairs and events for face-to-face sales.

QUALIFICATIONS NEEDED

• A level (or equivalent) in English and Maths.

KPIs: Sales achieved, average client value, repeat bookings

PERSON SPECIFICATION

ADVERTISING SALES EXECUTIVE

REQUIREMENTS	ESSENTIAL/ DESIRABLE	HOW ASSESSED?	IF ASSESSED BY INTERVIEW, SUGGEST A SUITABLE QUESTION
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JOB DESCRIPTION

TRANSLATOR (CONTRACTS DEPARTMENT)

MAIN TASKS

- Reading contracts supplied in French or German.
- Writing summary reports of key contractual points and, where necessary, providing full translations into English.
- Consulting with contract providers, our in-house legal team and delivery teams to ensure the terms of the contracts are properly understood.

OTHER TASKS

 Attending contractual meetings with clients (often overseas) to provide language support.

QUALIFICATIONS NEEDED

- Bilingual fluency in English and at least one of French or German.
- Undergraduate degree in French, German and/or Law.

KPIs: Work delivery according to schedule.

PERSON SPECIFICATION

TRANSLATOR (CONTRACTS DEPARTMENT)

REQUIREMENTS	ESSENTIAL/ DESIRABLE	HOW ASSESSED?	IF ASSESSED BY INTERVIEW, SUGGEST A SUITABLE QUESTION			
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JOB DESCRIPTION

AUDITOR

MAIN TASKS

- · Maintaining good contacts and communications with clients.
- Writing and contributing to audit reports including highlighting any issues discovered during the audit and making suggestions on changes, accounting procedures and business practices.
- Checking clients' records of cash balances agrees with bank records.
- Making sure that clients own the fixed assets (eg. buildings) they claim to own in their accounts.
- Checking that clients' payroll costs are in line with expectations based on the average number of staff employed.
- Helping to make sure that the list of the clients' suppliers is complete.

OTHER TASKS

• Travel to and from clients' offices.

QUALIFICATIONS NEEDED

- English and Maths GSCSE or equivalent.
- Professional accountancy qualification.

KPIs: Delivery in line with schedules, client satisfaction, repeat business from clients.

PERSON SPECIFICATION

AUDITOR

REQUIREMENTS	ESSENTIAL/ DESIRABLE	HOW ASSESSED?	IF ASSESSED BY INTERVIEW, SUGGEST A SUITABLE QUESTION
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