*Logo

Description automatically generated with medium confidence*

*[Company Logo]*

**Indeed Job Posting Template**

|  |  |  |  |
| --- | --- | --- | --- |
| Job title | [Job title] | Job type | [Full-time, Part-time…] |
| Company name | [Your company name] | Job location | [Job location] |
| Employer vs agency | [Employer or recruitment agency] | Salary | [Salary range] |
| Hires needed | [1,2,3…] | Hire date | [Expected hire date] |

|  |
| --- |
| **Job description** |
| [A brief description of the position's responsibilities, requirements, and qualifications.]  [Include two or three features of the position that are likely to attract candidates.] |

|  |
| --- |
| **Company description** |
| [A brief overview of your company, its mission, and its values.]  [A description of your company's culture and what it is like to work there.] |

|  |
| --- |
| **Salary & benefits** |
| [The compensation and benefits offered by the company, such as salary, health insurance, and retirement plans.]   * Flexible working hours and working from home arrangements * [Add benefit here] * [Add benefit here] * [Add benefit here] |

|  |
| --- |
| **Applicant qualifications** |
| [The skills, experience, education, and other requirements for the position. Specify wheather these are preferred or required. You have the option to select if you want to get notified only if the candidates meet all the required criteria.]   * [Example: Minimum 1 year of copywriting experience] * [Add education here] * [Add requirement here] * [Add languages] * [Add desired start date] |

|  |
| --- |
| **How to apply** |
| [Instructions on how to submit an application for the position, as well as the application deadline, including the website or email address to contact. Ensure interested candidates know what to do next. If possible, hyperlink to your application page.] |

|  |
| --- |
| **Application settings** |
| [Decide how you would like to receive applications (Email, phone, In-person) and if you want applicants to submit a resume.]  [You can also include the email address where daily updates about the job will be sent to.] |

[Graphical user interface, application

Description automatically generated with medium confidence](https://www.aihr.com/platform/?utm_source=resource&utm_medium=resource&utm_campaign=templates&utm_content=templates)