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**Sample Job Posting Template**

**Job Title: Warehouse Worker (Warehouse Clerk, Shipping & Receiving)**

**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 person responsible for receiving, checking orders, entering incoming shipments into the inventory system and assuring parts are put in the proper location. Salespeople and customers rely on you to have the available part(s) our customers are looking for.

**The Job**

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

You’ll be responsible for tracking all incoming and outgoing shipments of product, stocking inventory received and checking outgoing orders to assure they are complete and correct.

* Process all incoming shipments, checking in the product to ensure the part and quantity received matches what was ordered.
* Pick customer orders and double check to assure the quantity and part numbers on the pick ticket match what you have picked.
* Enter all incoming shipments into the inventory system.

**The Ideal Candidate**

*Describe the kind of person who would be a perfect fit for the job.*

The ideal candidate for this critical position is focused on the details, cares about helping people and is willing to learn all about the world of power transmission.

**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 to 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.