

Job Advertisement Example

Notes:

1. This example provides a suggested outline of headings to include in a job advertisement.
2. The content of the job advertisement should be taken from the Person Specification.
3. A truncated version of this may be more appropriate for a small box ad for a newspaper/journal or online recruitment site.
4. The full version of the job advertisement could then be posted on your website e.g. "For full details, please visit www.yourcompany.co.uk/jobs/marketingmngnr".
5. Other related forms: Person Specification Form.

Operations Manager with excellent organisational skills required by fast-growing event consultancy specializing in the publishing industry.	
London	£25,000 to £30,000 depending upon age and experience

We need someone to:

- Manage the administration and operations of events.
- Organise the execution of events.
- Liaise between the client and the event organizer.
- Plan the annual roster of events.

We are:

- A small, fast-growing design consultancy which has been operating for three years and currently employs 10 people.
- Looking to increase turnover by 50% within the next 12 months.
- Developing further opportunities in the Europe/America.
- Based in East London.

You should have:

- At least three years' experience in the event industry.
- Excellent knowledge of Word, Excel, databases (Access and File-maker Pro) and e-mail/internet.
- Good organisational skills in being able to multi-task and re-prioritize at frequent intervals.

- Basic numeracy and accounting skills. You will be responsible for managing project accounts for the company.
- Strong people skills and engaging phone manner.
- Knowledge of the publishing industry preferred but not essential.

You will be expected to:

- Develop and work to an agreed business plan.
- Manage and update the company website in collaboration with the Sales Manager.
- Look after the technical administration of the company's IT equipment.
- Supervise the part-time bookkeeper and managing the generation of reports for CEO.
- Review sourcing of suppliers at regular intervals.

We can offer

- A full-time, permanent position.
- Salary of between £25,000 and £30,000, depending upon age and experience.
- 20 days holiday per year.
- Starting date of 1 June 20XX.

You should apply

- By emailing us your cv with a covering letter to md@yourcompany.co.uk
- By 31 April 20XX. You will be informed whether or not you are required for an interview by 14 May 20XX.

© Investors Limited. This document can only be used by Investors users. It may not be copied or distributed by any third party without permission from Investors Limited. Disclaimer. All information and advice provided by Investors Limited is intended for guidance purposes only. It is of a general nature and Investors recommends each user seeks advice from a relevant person before using this information. Investors cannot accept responsibility for loss arising from using this information.