*[Add your company logo]*

**External Job Posting Template**

**Job title** [Job title]

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| **JOB DESCRIPTION** |
| [A detailed summary of the role and its purpose.] |

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| **KEY RESPONSIBILITIES** |
| [A brief overview of the main tasks and duties the position requires.]* [Example: Administrating and maintaining our HRIS, as well as other relevant tools, systems, and documents]
* [Add responsibility here]
* [Add responsibility here]
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| **REQUIRED & PREFERRED QUALIFICATIONS** |
| [Lists necessary skills, experience, and educational background.][Additionally, add skills and experiences that are beneficial but not essential.] |

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| **COMPENSATION AND BENEFITS** |
| [Information on salary range, bonuses, and benefits like health insurance, retirement plans, etc.] |

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| **COMPANY OVERVIEW** |
| [A brief introduction about the company, including its mission, vision, and values.][Insight into the company's work environment, culture, and any unique benefits.] |

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| **APPLICATION PROCESS** |
| [Instructions on how to apply, including any necessary documents or information.] |

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| **EQUAL OPPORTUNITY STATEMENT** |
| [A statement reaffirming the company's commitment to diversity and inclusion in hiring.] |

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| **CONTACT INFORMATION** |
| [Relevant contact details for applicants who may have questions.] |