# **People Operations Job Posting (Sample Template)**

**Job title**

* This title should be as specific as possible (e.g. *“People Operations Manager,” “People Operations Strategist,” “Director, People Operations)*

**Summary of the role**

* Provide 3-5 sentences describing the job and what you expect from a successful candidate — what are they doing, and how are they working with the team?

Example: *“We are looking for a People Operations Manager to implement, plan, and organize our People Operations projects. The successful candidate will work with the People Operations team helping to build and automate HR processes, programs, and recruitment initiatives. They will work within People Operations and departments across the company to ensure initiatives and processes are completed efficiently and effectively. This role will be remote, and will report to the Director, People Operations.”*

**Job functions**

* Provide a list of the most important day-to-day work your new hire will be performing — remember to keep language gender neutral, use bullet points, and start each bullet with an active verb

Example: “*Collaborate and communicate with internal stakeholders to develop, implement, and improve recruitment processes.”*

**Required skills**

* List the ‘must have’ skills for your new candidate, including:
  + Educational requirements
  + Previous experience
  + Required skills (such as analyzing reports or manipulating data)
  + Personality traits (like tenaciousness, being able to work independently, or being a self-starter)
  + Required qualifications, certifications, or licences

**Preferred skills**

* Any skills you feel would be nice to have, but aren’t mandatory.

Example: *“Experience with remote work is a plus”*

**Company information**

* Add a few sentences about where and how the candidate will work

Example: “*100% remote, 50% travel, working 9-5 Monday-Friday, some overtime required.”* *“Relaxed, work-from home culture with a focus on integrity and customer excellence.*”

**Salary**

* List your preferred salary range and any additional benefits that might attract employees. Example: *“80-90k per year. Includes paid travel, healthcare, and prescription drug coverage*”

**How to apply**

* Let candidates know how you’ll be accepting resumes, closing your posting with simple, encouraging language.

Example: *“Apply today using our online portal. Accepting applications until December 18th.”*