

Write a Killer Job Description to Attract Your Next Superstar



Take off your HR or Hiring Manager shoes for a moment and slip into those of your ideal candidate. You'll know immediately whether they fit. If they do, is the style flattering? Do you like that shade of navy? Are the shoes within your budget?

But what in the world do shoes have to do with writing job descriptions? More than you'd think!

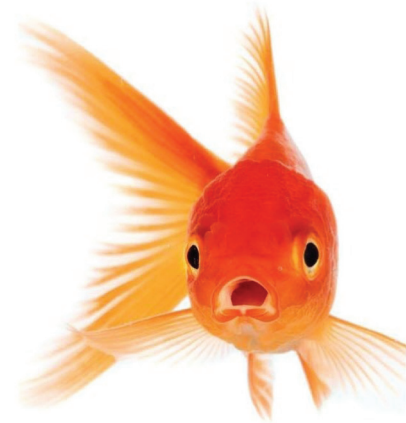
Stepping into the shoes of the superstar candidate you want to hire changes your perspective from "Why should I bring you on board?" to "Why would a rock star like you consider this position at this company?"

By focusing on what candidates are looking for in a job and its responsibilities, in an employer, in their relationships with co-workers, and in their expectations regarding salary and benefits, you can write job descriptions that are more appealing to them.

Follow these best practices to learn how to create persuasive job descriptions that catch the attention of the best of the best. The outcome of your efforts: pools of qualified talent to choose from, and new hires who fit just right.

Start with the three commandments of job descriptions

A story claiming that the average goldfish has a longer attention span than your Average Joe spread widely across the Internet in the past few years. Whether it's actually true hardly matters. There's just no doubt that with the proliferation of information we're all pressed to prioritize, we skim and swipe and skip our way through all but the most important content. (By the way, Average Joe has an attention span of eight seconds; the average goldfish can remain attentive for nine—maybe longer if Snowball the cat is watching!)



A job description is likely the first—and perhaps only—piece of information candidates will consider when deciding whether to apply for a position or immediately rule it out as not a good fit. Even when a candidate is actively searching for a position with a new employer, he or she screens job descriptions as quickly (or more quickly) than you screen resumes. Guaranteed.

To ensure that your job description gets read from top to bottom and converts job seekers into candidates, write it as a “snapshot” rather than in a TL;DR (too long; didn't read) format.

A snapshot job description always follows these basic rules:

- 1. It must be easy to read.** All candidates who are a good fit for a position should be able to understand it.
- 2. It must be complete.** The job description should fully outline the responsibilities, tasks, and requirements of the job.
- 3. It must be as short as possible.** Once written, you must edit the job description for length without losing any vital details required by the first two rules.

Every time you write a new job description (or look at an existing one), check it to make sure it complies with the basic rules above.

Job description components, and how to write great ones

Let's walk through each section of a job description and focus on how to optimize each, starting with the position's title.

1. The Title

The title of your job description should describe the vacant position. This seems quite simple, no? Well, it is and it isn't.

With just a few words, a title must:

- Accurately describe the vacant position.
- Conform to industry standards.
- Be simple and avoid ambiguous terms.

As stated, accuracy is important in order to attract the right talent. If you're unsure of what the precise title of a position should be, you have a few options. Talk with the staff or manager in the department where you're trying to fill a vacancy. The closer to an open position they are, the more likely they'll be able to suggest accurate titles.

If you need additional help, look at how your competitors refer to similar positions to find the most common titles.

Titles should also conform to industry standards while remaining as simple and specific as possible.

Example of a good title:

- Product Developer – .NET

DON'T

Avoid ambiguous terms like these in job titles:

- Consultant
- Engineer
- Analyst

Why? Words like these are so generic they have little or no meaning, and don't give candidates any idea of what the position's responsibilities might be.

"Consultant" is not only vague, it could be misleading because it is often used to describe contract opportunities. Candidates looking for full-time positions will look elsewhere.

Because there are so many types of engineers and analysts, saying "Engineer Needed" is akin to stating "Now Hiring Doctor." Using such non-specific terms will attract no one but the least qualified candidates, unless paired with the precise type of work the engineer or doctor will be performing.

Examples of better titles:

- Developer – .NET
- .NET Developer

All three examples accurately describe a vacant position, and each conforms to industry standards by specifying that a .NET developer is needed. But to keep the title as simple and unambiguous as possible, removing the word “product” results in a stronger title. After all, a company looking for a “Product Developer” might be in search of a candidate to design anything from athletic shoes to airplanes! The word “Product” doesn’t add anything to the examples above that would help describe the vacancy.

2. Company Information

While a job title immediately gives candidates an idea of whether they’re qualified for a position, the company information section gives them an idea of whether they’d like to work for your company.

Let’s face it: talented IT professionals don’t typically have trouble finding jobs—at least not at this point in time. To many, where they work is every bit as important as the job they do.

Even if your company doesn’t provide perks like ping-pong tables, onsite yoga classes, or a kitchen fully stocked with organic goodies, it has a personality uniquely its own. Use this section to showcase it and tout your company’s mission and accomplishments.

Create a short list of 3-7 bullet points that highlight the things that set your company apart and make it a great place to work. Consider examples like these when writing your bulleted list:

Company achievements:

- Fortune 500 member, presence in 50 countries, celebrating 100th anniversary

Work environment:

- Employee-focused culture, friendly team with a respected manager, work-from-home days, flexible hours

DO

Want to make your company sound even more attractive to candidates? Finish the list of bullets with a short and exciting paragraph that describes the company’s mission, who it helps, or what problems it solves. Many top techs aren’t just looking for a job; they want to know how their work will make a difference!

Look through existing sales and marketing collateral—or check with whoever handles public relations—to see whether someone’s already written exactly what you need: 4-6 sentences that really make your company shine. Place this description after your bulleted list.

Unique benefits:

- Work visa sponsorships, relocation assistance, company-paid education

If your company does offer a work visa sponsorship, be sure to highlight this important benefit—perhaps giving it a section of its own in the job description.

Here's an example of a persuasive company description:

XYZ COMPANY DESCRIPTION

- Voted a Top 100 Coolest Cloud Computing company (2014)
- Named to San Francisco's Best Places to Work (2013)
- 500+ employees, and expanding quickly
- Work environments that inspire people to collaborate and do great work

At XYZ Company, your ideas matter—and so do you. We build collaborative teams that are functional, respectful, and that work together to build software that helps some of the world's biggest companies understand and act upon their data. XYZ encourages a healthy work/life balance. In addition to providing on-site childcare, the company also by offers the services of company concierges to take care of our employees' needs.

3. Job Location

In this section, let candidates know where they'll be working, whether the location is flexible, and how much (if any) travel might be required.

Examples:

- Brooklyn, NY (50% travel tri-state area)
- Work from home
- Piscataway, NJ (50%) and Somerset, NJ (50%)

4. Job Type

Briefly state whether the job is a full-time or contract position, or a different type of employment. If a contract, include its duration in months along with other details.

5. Salary and Benefits

In the Salary and Benefits section disclose the salary or salary range a candidate may expect to be paid if hired. Avoid using the term BOE (based on experience) in job descriptions because the phrase could mean different things to different people. Also include any benefits the company provides like medical and life insurance, bonuses, retirement plans, stock options, education reimbursement, and the like.

6. Key Responsibilities

Personalize the position and its responsibilities by naming this section of the job description “What you will be doing.”

Beneath that heading describe the position in one to two sentences, then list 7-10 bullet points that detail what the employee will do on a regular basis. It is imperative that candidates are

able to understand each of the items on this list. The better you express the actual duties of a position in a clear and compelling fashion, the more likely you are to attract top candidates.

Writing the “What you will be doing” section isn’t easy; it’s often the most difficult part of a job description to write and could require assistance from the hiring manager. You want to avoid an alphabet soup of acronyms that are common to IT, and instead clearly outline what the person in this position does, how often they do it, and who they work with to accomplish goals.

DO

If your company is one of the many that never disclose salary ranges, it might be wise to reconsider.

Not only do candidates find job descriptions more interesting when they include salary information, some—particularly top performers—won’t even consider applying for a position unless they have some idea about its salary.

If your company policy is firmly against posting a salary or a range, use phrases like “lucrative compensation package” to keep candidates interested.

Often, HR departments are tasked with writing job descriptions for positions they don't fully understand, particularly in technical fields. As a result, they riddle job descriptions with bullet point after bullet point of responsibilities—10, 20, even 30 or more—many of which are meaningless at best. Talented candidates recognize that whoever wrote the description has little or no idea of what the position requires, and they'll likely seek employment elsewhere.

DON'T

Avoid using buzzwords like "synergy," "convergence," "innovation," and the like. These terms mean many different things to different people and have been so overused that they've nearly been rendered meaningless. Follow this easy rule of thumb: If you can't explain precisely and specifically what a word means, don't use it. Like the rule for comma usage: When in

An example of a strong Key Responsibilities section (Hint: it doesn't contain the word synergy):

Create synergy
between project teams.

BAD DESCRIPTION

Conduct weekly
department-wide project
status meetings.

GOOD DESCRIPTION

WHAT YOU WILL BE DOING:

You will be working on continued development and optimization of a search engine and advertising network system.

- Developing, maintaining and optimizing existing PHP code
- Developing and optimizing MySQL back end components
- Following development standards and implementing creative solutions to optimize system performance
- Research, analysis and implementation of new and alternative technologies, best suited to support the system, with an eye towards migration of existing code

7. Skills and Qualifications

This section describes the requirements candidates must have to be considered for the position. Referring to it as “Experience you’ll need” personalizes the section and reaches out to candidates.

Like the “Key responsibilities/What you will be doing” section above, “Experience you’ll need” should begin with a 1-2 sentence description that clearly and succinctly describes the expertise needed to succeed in the position, followed by 7-10 bullets that outline specific skills and qualifications.

In this section, clarity is critical. If a certain skill (or skills) requires experience, be sure to state the minimum number of years of experience you require or prefer a candidate to have.

DON'T

Be specific when describing required technologies. You might know that you’re looking for someone with “Big data and Apache experience,” but the words “big data” may not necessarily appear on many candidates’ resumes. Turn to Google for help; searching the terms “Apache” and “big data” turns up these technologies: Hadoop, HBase, Oozie, Pig, Hive, Zookeeper, and Sqoop. Use these more specific terms to create job descriptions that resonate with top IT techs.

An example of a strong Skills and Qualifications section:

EXPERIENCE YOU'LL NEED:

You'll need strong hands-on experience with PHP in the search engine and advertising network niche. Experience with cloud technologies a major plus.

- Degree-level education in IT, business or related subject.
- 3+ years' experience with PHP and MySQL
- Experience in search engine and/or advertising network architecture and technologies
- Knowledge of the full software development lifecycle, from business/systems analysis through requirements gathering and functional specification authoring to development, testing and delivery
- Experience with cloud data, SaaS and IaaS a major plus
- Ability to explain technologies to non-technical audiences

8. Contact Information

Even if you've written a job description worthy of a Pulitzer Prize, it's useless if candidates can't respond and apply. It is therefore VERY IMPORTANT that each job description includes the name of the person who candidates should contact, as well as his or her direct phone number and email address.

Finishing touches, and things to keep in mind while searching for your next star!

Generally, job descriptions should be written to reflect a company's corporate style. But if you're able to add a human touch or a splash of humor, it will show candidates that you are, in fact, a human being who is interested in talking to and hiring them. Things to keep in mind:

- Use bullet points. Bullets make job descriptions easier to skim. Use them within the responsibilities and qualifications sections and anywhere else that makes sense.
- Use direct language. Steer away from fuzzy terms and buzzwords when describing duties. It's important to give potential applicants a clear idea of the responsibilities and qualifications necessary for the job. Instead of "sometimes," say "every day" or "twice monthly" instead.
- Be specific! While brevity is appreciated, it's also important to be specific and transparent in job descriptions. Vague terms make it difficult for potential applicants to imagine themselves in a position. Specific terms help them decide whether they are qualified for a vacancy, and whether they would actually enjoy the role.

Vague (Bad) Description	Specific (Good) Description
Computer literate	Proficient with Microsoft Word, Excel, QuickBooks
Good communication skills	Ability to communicate technical information to nontechnical audiences
Handles administrative chores	Receives, sorts, and files monthly personnel action reports

- Think long-term. While putting together a job description for your organization's current needs, be sure to think about it in terms of the company's long-term objectives.
- Know what's what. In any job, a task is what an employee actually does. Qualifications are the skills, attributes, or credentials that person needs to perform each task. When writing a job description, be sure you clarify the actual tasks and responsibilities required by a position before you start thinking about any special attributes that would benefit the position.
- Prioritize. A well-written job description consists of more than a laundry list of the tasks and responsibilities that a job entails—it reflects a sense of priorities.
- Keep it real. Avoid lumping so many tasks into the same job description that you create a job that very few people could fill.

Recommended Job Description Layout

Think of your job description as an advertisement to attract candidates to work for your company. These simple guidelines will help you create a great one.

Title:

Location:

Company:

Job Type:

Salary:

Top reasons to work with us:

A couple of sentences or bullet list

What you will be doing:

A couple of sentences followed by a bullet list

Experience you'll need:

A couple of sentences followed by a bullet list

Contact:

Name, title, email, phone

The job **title** should accurately and simply describe the position, conform to industry standards, and avoid ambiguous terminology.

Example:

The term "Consultant" could be misleading because it is often used to describe contract opportunities. Candidates looking for full-time positions may look elsewhere.

The **location** should not only list the city and state where the job is located, but also any information about flexibility or travel.

Examples:

Brooklyn, NY (50% travel tri-state area)
Work from home
Piscataway, NJ (50%) / Somerset, NJ (50%)

The **company** section should just list your company name. You can include more information within "Top reasons to work with us".

The **job type** should indicate if the job is a full-time or a contract position. If contract, include its duration.

The **salary** section should disclose the salary (or range) the job pays. If your company chooses not to disclose this on the job description, use attractive phrasing.

Examples:

\$85,000 plus health benefits and 401k
Lucrative compensation package
Competitive salary plus comprehensive benefits package

Top reasons to work with us should sell your company. Create a short list of 3-7 bullet points or short sentences that highlight the things that set your company apart and make it a great place to work. This is the place to talk about company achievements, work environment, and unique benefits.

Examples:

Fortune 500 member, presence in 50 countries, celebrating 100th anniversary
Employee-focused culture, friendly team with a respected manager, work-from-home days, flexible hours
Work visa sponsorships, relocation assistance, company-paid education

What you will be doing should describe the position in one to two sentences. Follow that with a list of 7-10 bullet points detailing what the employee will do on a regular basis.

Examples:

Developing, maintaining and optimizing existing PHP code
Developing and optimizing MySQL back end components

Experience you need should describe the requirements candidates must have to be considered for the position. Indicate if there are additional nice-to-have's or preferred skills that would be useful but are not absolutely essential to be considered for the role. This section should begin with a 1-2 sentence description that describes the expertise needed to succeed in the position. Follow that with a list of 7-10 bullet points that outline specific skills and qualifications.

Examples:

Degree-level education in IT, business or related subject
3+ years' experience with PHP and MySQL
Experience with cloud data and SaaS a major plus

Contact information should include a direct way for a candidate to reach the person that will be responsible for collecting and/or reviewing resumes. Be sure to include a direct phone number and email address.

Sample Job Descriptions

We've composed a collection of 14 real job descriptions.

The first 10 samples include the full formatting to remind you of our recommended layout in order to attract the best candidates for your roles. The company name, location, reasons to work for the company, and contact information are fictitious, as they were changed to protect the identity of these companies.

The remaining samples include the "meat" of various job descriptions without the formatted company and contact information.

We hope you find these examples useful in composing your own job descriptions.

Sample Application Architect Job Description

Click [here](#) to download the Word version of this job description.

Title: Sr. Application Architect - Security

Location: Miami, FL

Company: XYZ Company

Job Type: Full-time

Salary: \$____ plus benefits

Top reasons to work with us:

- Do you want to work for a company that has tremendous career opportunities?
- Do you want to further your education? We offer paid training and certifications.
- Do you want to work in an awesome environment where you are able to mentor others?

What you will be doing:

You will be responsible for analyzing, recommending and implementing application security measures and standards throughout the full Software Development Lifecycle.

- Lead the application security program, creating and executing the roadmap, and appropriate metrics to measure the program
- Perform security architecture / application reviews of web and mobile applications, applying threat modelling
- Provide security requirements during the project initiation and participate in security design, to ensure proper controls
- Create security use, misuse and abuse cases for applications, to help create test plans to ensure adequate protection against threats
- Lead the creation of application and mobile security frameworks in partnership with CTO
- Mentor other Security Analysts in performing threat modeling and risk assessments
- Assist project teams in implementing security measures to meet corporate policies and external regulations.

Experience you'll need:

You will need solid application architect/developer experience, transitioning into application security, with strong understanding of security methodologies and threat modeling (determining threat levels, areas of vulnerability and prioritizing threat mitigation response).

- 6+ years' experience as Application Architect/Sr. Developer
- 4+ years' experience in Information Security
- Excellent organizational skills and ability to clearly communicate with technical and non-technical entities a must
- Effective leadership skills, demonstrated ability to coordinate people and teams to project/activity completion and the ability to work in a team environment, sharing workloads and responsibilities

Additional preferred experience

- Familiarity with STRIDE, DREAD, FAIR security methodologies
- Experience with ISO 27000 series standards
- Certification in information security (CISSP, CISM, GIAC, or equivalent)
- Experience with mobile application security

Contact:

Steve Rowe, HR Manager
(305) 555-1213
S.Rowe@XYZCompany.com

Sample IT Director Job Description

Click [here](#) to download the Word version of this job description.

Title: IT Director (Mobile and Telematics)

Location: Trenton, NJ; 25% Travel to Philadelphia

Company: ABC Industries

Job Type: Full-time

Salary: Competitive compensation package with 401k

Top reasons to work with us:

This is not one of those ordinary jobs. We are a team of dependable, innovative thinkers, who are empowered to generate and deliver solutions for customers, community and environment. Our employees develop their careers through the challenges only a diverse, global innovator can promise. This is a collaborative culture where thinking beyond your desk is more than part of the job. It is the job.

What you will be doing:

You will be leading an IT department responsible for mobile apps and Telematics systems development focused on connected diagnostics, analyzing and reporting on machine-generated data.

- Work with IT Functions (Architecture, Security etc.) and Telematics Business Team to develop Telematics & Mobile Strategy.
- Lead delivery and support of Enterprise Telematics and mobile solutions.
- Deliver reusable assets (Frameworks & Capabilities) for Telematics and mobile solutions lifecycle management.
- Support application governance, change management, and enhancements.
- Establish Coding Practices, Naming Conventions, Testing Guidelines, Standards, Best Practices
- Responsible for team financial management including annual operating plan, budget management, and forecasting
- Responsible for People Management including work plan development, performance management, and people development
- Responsible for team building and development including organization structure, recruiting, global team management
- Compile and present Management Reports on team performance including metrics, deliverable status, etc.
- Communicate status to senior management – IT and business.

Experience you'll need:

This position is seeking a candidate who has proven real-life experience in leading IT departments in mobile application development. You must be able to easily communicate across multiple levels from Business Analysis to Sr. Management.

- Degree level education in IT, business or related subject
- Department-level leadership experience
- Mobile applications projects and web-enabled IT solutions experience
- Proven ability to build a competency center and run the entire mobile app/Telematics development program
- Experience with Telematics development desired
- Experience with cloud technologies (CloudOne, BigInsights) desired
- Experience with security and interoperability of cloud and internal processes a plus

Contact:

Margie Smith, HR Manager

(609) 555-1213

M.Smith@ABCIndustries.com

Sample Application Developer Job Description

Click [here](#) to download the Word version of this job description.

Title: Application Developer (Back End)

Location: South Bend, IN

Company: South Bend Technologies

Job Type: Full-time

Salary: Lucrative compensation package with relocation assistance

Top reasons to work with us:

- Would you like to work with a manager that is well respected and liked by his team?
- Do you want to have a position where you have autonomy and an awesome work environment?
- Would you like the opportunity to work from home one day per week?
- Do you want to further your education? We offer tuition assistance.

What you will be doing:

You will be working on research and development of back-end processes and automation components of a contract management system built on Microsoft technologies.

- Researching integration providers and creating web services to gather and verify data
- Integrating with third-party systems, applications and services
- Maintaining existing pool of automation components

Experience you'll need:

You are a strong team player with experience developing web services and automation components.

- 3+ years' experience as SOAP / Web services developer
- TCP/IP development experience required (understanding sockets, connections, etc.)
- C# experience required
- Some MS SQL experience (writing queries, working with data)
- SOA, Service Bus and queuing (MSMQ or similar) experience desired
- Workflow (such as Staffware) experience a plus
- Excellent command of English language with the ability to clearly explain things verbally and in writing

Contact:

Marcie Stevens, IT Manager

(574) 555-1213

M.Stevens@SouthBendInd.com

Sample Data Warehouse Manager Job Description

Click [here](#) to download the Word version of this job description.

Title: Data Warehouse / BI Manager

Location: Chicago, IL

Company: Chicago Data

Job Type: Full-time

Salary: \$_____

Top reasons to work with us:

At Chicago Data, your ideas matter—and so do you. We build collaborative teams that are functional and respectful. We encourage a healthy work/life balance.

- 325 employees and growing quickly
- Free lunch Fridays – lunch is on us
- Work from home options

The successful candidate has hands-on as well as management and leadership experience in architecting a data warehouse. You are dedicated, passionate about your work and know how to generate interest and support for your projects among executive management.

What you will be doing:

You will be the hands-on leader of a small team, designing, implementing and maintaining a data warehouse that would integrate data from four systems and produce business intelligence data. You will be the de-facto expert on “all things data” in the company.

- Design DW from scratch to support integration of four separate systems
- Identify key business process metrics and KPIs and design reports to deliver this data in appropriate format
- Recommend and design a suitable Business Intelligence solution based on data collected, data needed and audience requirements
- Continuous customization, creation of reports, dashboards etc. based on ongoing company needs
- Supervise Data Architect in the creation, maintenance and support of all database servers, tables and other data infrastructure to assure fast response times, high availability, disaster recovery

Experience you'll need:

You will need strong hands-on experience in designing and working with a DW, as well as identifying key BI metrics and developing appropriate reporting solutions.

- 5+ years' experience creating and implementing data warehousing and Business Intelligence platforms and maintaining same
- Experience with BI tools (MS Dynamics, IBM Cognos or similar) is required
- Excellent MS SQL skills (including T-SQL, SSRS, SSAS and server management)
- Ability to identify KPIs and key metrics and deliver the information to decision makers in a meaningful format
- Experience with data integration from multiple different systems
- Ability to communicate technical information to non-technical people
- Logistics experience a plus
- Oracle experience a plus

Contact:

Mark Soriano, IT Director

(555) 555-1213

M.Soriano@ChicagoData.com

Sample Project Manager Job Description

Click [here](#) to download the Word version of this job description.

Title: Project Manager

Location: Chicago, IL

Company: Chicago Data

Job Type: Full-time

Salary: \$_____

Top reasons to work with us:

At Chicago Data, your ideas matter—and so do you. We build collaborative teams that are functional and respectful. We encourage a healthy work/life balance. In addition to providing on-site childcare, we also offer the services of company concierges to take care of our employees' needs.

- 325 employees and growing quickly
- Free lunch Fridays – lunch is on us
- Work from home options

What you will be doing:

You will be managing IT projects for vendor compliance and contract management system built on Microsoft technologies, in an internationally distributed team environment.

- Create and manage project schedules, estimate time requirements, and track all phases of the project lifecycle
- Facilitate the definition of project scope, goals and deliverables
- Assign tasks to project staff, monitor progress and track project milestones
- Coordinate projects across IT systems and take into consideration deliverables with concurrent or competing timelines
- Facilitate in the development of the Business Requirements Documents for users and Technical Specs for programmers
- Coordinate efforts of teams in multiple locations worldwide

Experience you'll need:

You will need solid IT project management experience in a globally distributed, fast-paced environment.

- 3+ years' experience as IT Project Manager
- Ability to manage multiple projects and priorities in a demanding environment
- Ability to perform analysis and problem solving
- Understanding of software development life cycle and/or software development methodology (SCRUM, Agile)
- Strong willingness to do what it takes for a project to meet its deadline
- Experienced with the tools and concepts of project management (Trello, Team Foundation Services, MS Project)
- Excellent command of English language in order to clearly communicate instructions, ideas, and status with peers and management of all levels
- Team leadership skills

Contact:

Mark Soriano, IT Director

(555) 555-1213

M.Soriano@ChicagoData.com

Sample SAP BI Developer Job Description

Click [here](#) to download the Word version of this job description.

Title: SAP BI Developer

Location: Oklahoma City, OK

Company: Murali Strategies

Job Type: Full Time

What you will be doing:

As an SAP Business Intelligence Developer, the successful candidate will be responsible for the design and development of BI reports using the Business Objects suite of tools. Business Warehouse development is a plus. Working under the BI Lead, the candidate will be responsible for developing state of the art, enterprise-class reporting solutions that are supportable and scalable. The candidate must also demonstrate the ability to work across multiple teams within the IT organization including: BATL (Business Aligned Team Leads), Integration (PI), Infrastructure, ABAP Development, BASIS, and project managers. Strong communications skills are also required when dealing with internal and external parties, including vendors and business partners.

- Primary focus will be to design, develop and test the SAP Business Object components required to support the Project's analytic reporting requirements.
- 4+ years' experience frontend development using SAP BEx and SAP Business Objects (BOBJ)
- Trouble shooting and OSS notes research and message posting
- Participation in design reviews
- Unit and System testing
- Understanding of SAP's ASAP methodology
- Develop technical documentation
- SAP 2004 and higher, BW 7.0+, BI 4.0+

Experience you'll need:

- 4+ years of hands on SAP BW experience developing and testing the SAP Business Warehouse (BW) components required to support the Project's analytic reporting requirements
- Experience with standard and custom extractors, transfer structures, communication structures, and associated conversion requirements for BW
- Experience designing, developing and managing Process Chains
- Experience with SAP BW Data Modeling and Architecture
- Experience with ABAP development a plus
- Implementation and full life-cycle experience
- Unit, System and Integration testing
- Proficient with SAP BW on HANA system architecture design and performance optimization
- Experience with POS Data Management a plus but not required
- SQL Server and SSRS a plus

Education:

- Bachelor's degree in Business with MIS or technology related degree (C.S.)

Contact:

John Michaels, HR Manager

(405) 555-7897

jmichaels@murali.com

Sample SAP CRM Functional Analyst Job Description

Click [here](#) to download the Word version of this job description.

Location: Rockville, MD

Company: Rockville Technical Solutions

Job Type: Contract to Hire

Top reasons to work with us:

- Do you want to play a key role in a major project?
- Do you want to work with stable Fortune 500 Company that is experiencing major global growth?
- Do you want to work for a company that was recently awarded Fortune's most admired companies?
- Do you want to work for an organization that has tremendous career advancement including paid training and certifications?
- Do you want to have a position where you have autonomy and an awesome work environment?

What you will be doing:

- Participate in gathering requirements, including leading, designing and providing guidance on recommendations
- Collaborate with the business on current processes and proposing solutions to enhance current processes, including advising on system options, risk, cost vs. benefits and impacts
- Ensure all systems are aligned with the IT long term strategy
- Identify, recommend and implement complex configuration solutions and implement full cycle configuration to meet business needs; create and update associated documentation
- Set testing strategy for modules and leading end to end integration testing
- Participate in the delivery of project and minor/major releases
- Troubleshoot and lead the evaluation and design of the correction for complex incidents
- Maintain a high level of functional competency regarding the standard configuration of the Customer Relationship Management area, by staying abreast of new trends, future enhancements and leveraging best practices.

Experience you'll need:

- Bachelor's degree or equivalent
- Minimum 8 years of experience in SAP
- Minimum 5 years of experience in SAP CRM gathering requirements, including configuring and customizing in CRM Service
- Minimum 1 full lifecycle implementation in SAP CRM
- Experience communicating technical and business issues/solutions to all levels of individuals, including managers, directors and executives
- Experience in SolMan - ChaRM
- Experience in complex SAP environments, supporting multiple SAP components, preferred
- SAP certification(s), preferred
- ITIL experience, preferred

Contact:

Kevin Johnson, HR Manager

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K.Johnson@RockvilleTech.com

Sample Senior Java Developer Job Description

Click [here](#) to download the Word version of this job description.

Title: Senior Java Developer

Location: Fremont, MI

Company: JLR Inc.

Job Type: Full Time

Salary: \$_____

Top reasons to work with us:

- Do you want to work from home and spend more quality time with your family?
- Do you want to have an opportunity to work on an exciting project from the ground up?
- Do you want to learn new technologies on a regular basis?
- Would you like to work with a manager that is well respected and liked by his team?

The Application Support Team is responsible for continuous support, maintenance development and implementation of policy management solution enhancements aligned with its technology roadmap through the delivery of custom java-based solutions. The Java WebSphere Developer is dedicated to meeting complex work request demands predominantly by coding, debugging and testing programs using java technologies.

As a member of the production support team, the individual is responsible for the full software development life cycle involving application analysis/design, coding, testing, documentation, deployment, and post-production verification and support.

What you will be doing:

- Provide day-to-day support, maintenance of systems, troubleshooting, and resolution of all related platform issues with providers, internal technology owners and external third party vendors and partners.
- Participate in systems integration efforts to ensure new or modified systems operate effectively in the environment and provide ongoing adaptation and support.
- Use automated testing software to script and regression test new programs until results indicating implementation readiness is achieved. Assist with implementation of new or modified systems and declare post-deployment verification through assessment of quantitative production test output.

Experience you'll need:

- 7 years of java developer experience
- Strong development experience & capability using J2EE, JMS, JSP / Servlets; JavaScript (jQuery, Angular JS), HTML 5, CSS
- Strong experience integrating java applications using SOAP, HTML and REST and performing life insurance ACORD standards transformations using XML (preferably on the WebSphere message broker / integration bus platform).
- Experience working with and integrating java applications with IBM Integration Bus v9 using various enterprise integration patterns along with a solid understanding of transport protocols.
- Experience with QA duties is a plus (usability testing, performance testing, automated testing, test scripts, test cases and test plans) and internal IT audit experience is a plus.
- Windows OS experience and proficiency in using and administering Windows server, IIS and MSSQL admin & development of & stored procedures

Contact:

Dennis Joseph, HR Manager

(231) 555-5523

Dennis.Joseph@JLRinc.com

Sample Software Engineer Job Description

Click [here](#) to download the Word version of this job description.

Title: Software Engineer

Location: Cincinnati, OH (Comprehensive Relocation Package available)

Company: Veritas

Job Type: Full Time

Salary: Lucrative Base Salary + Benefits

Top reasons to work with us:

- Do you want to play a key role in a major project?
- Do you want to work for a company that was recently awarded Fortune's most admired companies?
- Do you want to work for an organization that has tremendous career advancement including paid training and certifications?
- Do you want to have a position where you have autonomy and an awesome work environment?

What you will be doing:

- Work on major projects that may span a broad range of systems, providing subject matter expertise and technical direction
- Work closely with customers, Business Analysts, and team members to understand the business requirements that drive the analysis and design of quality technical solutions that are aligned with the business and IT strategies, and are in compliance with the organization's architectural standards
- Application analysis, design, development, integration, and enhancement, and involvement in complex support issues.

Experience you'll need:

- Bachelor's degree, or equivalent
- Minimum of 6 years of work experience in Information Technology
- Minimum of 6 years of professional experience with Java Enterprise frameworks like Spring and/or J2EE, web technologies including XML, HTML, XHTML, CSS, AJAX/JavaScript, Web Services/SOAP, SQL
- Minimum of 6 years of experience in solution design and architecture of large, complex web sites and/or web applications (web content management or ecommerce)
- Minimum 2 year of experience using an Integrated Development Environment (e.g., Eclipse) and development of tool add-ins
- Minimum 2 year of experience with high availability application servers, including Tomcat
- Experience in eCommerce platform

Preferable Skills:

- Experience with Hybris, Hibernate and Spring (AOP, DI, RMI, Quartz, Web Services, SpringDAO, etc),
- Experience with tcServer
- Experience with UI/UX design
- Experience with Web Services fundamentals (SOAP, WSDL, REST), JAXB or Castor or xmlbeans

Contact:

Peter Henry, HR Manager
(513) 555-4844
Peter.Henry@veritas.com

Sample Systems Administrator Job Description

Click [here](#) to download the Word version of this job description.

Title: Systems Administrator

Location: San Francisco, California

Company: Carlisle, Inc

Job Type: Full Time

Salary: Great Pay + Strong Benefits

Top reasons to work with us:

- Do you want to work with stable growing company?
- Do you want to work for an organization that has tremendous career advancement
- Do you want a lucrative salary and wonderful benefits?
- Do you want to work in a family oriented and awesome work environment?

What you will be doing:

- Responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure
- Participate in technical research and development to enable continuing innovation within the infrastructure.
- Ensure that system hardware, operating systems, software systems, and related procedures adhere to organizational values, enabling staff, and Partners.
- Assist project teams with technical issues in the Initiation and Planning phases of our standard Project Management Methodology.
- Administer and support the systems, networks, and telecommunications for our regional offices.
- This individual will also be providing Tier-2 level end-user support.

Required Skills:

- Minimum 5+ years in a Systems Administrator position required
- Minimum 6+ years of Windows system configuration, operating system upgrades, hardware & software support and security experience required
- Minimum 6+ years of Microsoft Network Administration: Active Directory, GPO administration, NPS, IS required.
- Windows Server Powershell Scripting experience required
- Microsoft Office365 and Exchange 2010 administration experience required
- VMWare ESXi and VCenter administration experience required
- Symantec Backup Exec and Veeam administration experience required
- SQL Server administration experience required
- Backup jobs administration and annual DR testing experience required

Additional Preferred Skills:

- AWS, VMware vCloud Air, or Microsoft Azure experience is a plus.
- Sharepoint 2013 experience is a plus
- Salesforce administration experience is a plus
- Remote access technologies
- Hands on experience with networking concepts: switching, routing, firewall, MPLS, DNS

Contact:

Susan Smith, HR Manager
(415) 555-7943
SSmith@carlisle.com

Sample Application Support Analyst Job Description

Click [here](#) to download the Word version of this job description.

Title: Application Support Analyst

We are seeking a junior level Applications Support Analyst to join a growing Professional Services team. In this role, you'll have an opportunity to support large installations, including servers and applications, as well as other software as assigned. You'll have an opportunity to get your career on the fast track, by working with some interesting products and technologies. You will also have the additional opportunity to use your coding knowledge to work on several in house integrations that we've developed. At the same time, you'll join a highly collaborative team, where you'll be mentored by Senior Support and Applications Development Consultants, in order to grow your skills. If you enjoy diversity, a challenge, an environment that rewards your hard work, and you have an interest in growing your career -- this may be the opportunity you've been seeking. Let's talk!

What you will be doing:

- Support document management, records management, portals, collaboration, imaging, and workflow applications
- Identify and document user and system issues
- Create database queries using T-SQL
- Enhance and debug application code
- Assist in the maintenance of applications, including 24x7, high-availability systems
- Conduct application testing, build test scripts, support client application testing, and collect and summarize test data
- Create and maintain job schedules, job tracking, client communications, team communications, Web reports, and other documents that may be required
- Coordinate project activities with client
- Produce organized and informative system documentation, including details of application configuration and installation and client infrastructure
- Contribute to and maintain a knowledge base of previous support issues
- Create training curricula and documentation
- Train users on applications and help them resolve application issues

Experience you'll need:

- B.S. or B.A. degree preferred
- Experience installing, configuring or supporting business applications with a track record of career growth and skill development
- Experience querying and working with relational databases (particularly SQL Server)
- Experience with some programming languages and willingness/ability to learn
- Competence in current Microsoft operating systems, Microsoft Office products, Microsoft Internet Explorer, and Microsoft Project
- Excellent verbal and written communications skills, including the ability to create organized and informative reports, as well as comprehensive, accurate documentation
- A history of working independently without close supervision and demonstrated time management skills
- Ability to participate in multiple projects simultaneously while adhering to tight schedules
- Comfortable working directly with end users

Sample MS SQL Developer Job Description

Click [here](#) to download the Word version of this job description.

Title: MS SQL Developer

What you will be doing:

- You will be providing database support for vendor compliance and contract management system built on Microsoft technologies.
- Writing optimized, efficient queries and stored procedures
- SQL Server diagnostics and performance optimization
- Maintaining necessary indexes, keys, triggers, etc.

Experience you'll need:

You will need strong experience in database programming and performance optimization in OLTP environment.

- 3+ years' experience as MS SQL developer
- Views, functions, stored procedures
- Efficient T-SQL programming, query optimization
- Efficient indexing and performance tuning
- Data warehousing / Data mining experience a plus
- Excellent command of English language to be able to communicate across teams verbally and in writing
- Ability to work as part of a team

Sample Front End Software Developer Job Description

Click [here](#) to download the Word version of this job description.

Title: Front End Software Developer

What you will be doing:

You will be responsible for development of our recently introduced flagship suite of products which is a transformational platform that allows the customer to conduct natural gas pipeline leak and upstream emission surveys spanning the entire natural gas industry supply chain, from the wellhead to the consumer

- Responsible for a developing and maintaining a modern UX for a multi-tenant SaaS application that will provide a great user experience
- Develop rich visualizations of survey data on an enterprise-class geographical information system
- Develop multi-dimensional analytical capabilities into friendly UI
- Contribute to the team's efforts and understand the impact of our technology throughout the customer's enterprise – and be able to deliver your personal goals while also helping the team drive the project goal

Experience you'll need:

- Familiar with Distributed Version Control Systems: Git, Mercurial, Bzr
- Software development using the Agile methodology
- Experience in the software development life cycle: writing specifications, creating and building software, testing/ debugging, writing problem reports, prioritizing defects, actively participating in software releases.
- Ability to interface with personnel in various departments, such as for gathering software requirements, and testing and validation of software
- Degree in Computer Science or equivalent; MS preferred
- Overall software development experience 10+ years
- Interested in "big data"-style visualization techniques and technologies (d3.js, etc.)
- Visualization of scientific data – time series and information tagged to geographical coordinates
- Experience with efficient real-time rendering of large datasets in browsers or dedicated applications
- Ability to provide input into database schema development to ensure rendering efficiently

Specific skills needed:

- Web development experience
- Senior level HTML5/CSS3 (5+ years)
- Senior level Bootstrap 2 & 3 (3+ years)
- Senior level JavaScript (5+ years)
- Senior level jQuery (4+ years)
- Senior level Canvas/SVG (5+ years)
- Mid to Senior level C# (5+ years)
- Proficient in Microsoft Visual Studio (5+ years)
- Familiar with SQL, T-SQL, etc.

Sample Senior Business Analyst Job Description

Click [here](#) to download the Word version of this job description.

Title: Senior Business Analyst (SAP FSCM)

What you will be doing:

You will be responsible for the optimization of processes throughout their lifecycles from Analysis through Design, Implementation, Execution and Innovation.

- Drive implementation and improvement projects including a full-cycle implementation of Financial Supply Chain Management
- Elicit, communicate and manage internal and external customer requirements
- Analyze and document as-is process and system interfaces
- Create functional specifications and deliver them to developers/engineers when unable to handle changes with configuration
- Perform unit testing and integration testing of software changes
- Support integration points between FSCM, Credit, Collections, Dispute Management with other SAP modules

Experience you'll need:

- Degree level education in IT, Business or a related subject
- 7+ years' experience designing and implementing SAP FICO and FSCM Configuration and Processes
- Knowledge of SAP ECC 6.0, Business Intelligence, BOBJ, BPC, data warehousing, application and design
- Knowledge of Winshuttle or LSMW
- Ability to manage numerous competing demands in an extremely high stress environment
- Excellent verbal and written communication skills including the ability to explain technical items to non-technical people

We help our clients find quality people for their openings!

Hear what some of them have to say:



“The quality of the candidates saved us thousands of dollars”

“The benefit of working with you is the time we've saved weeding through resumes. The quality of the candidates you brought us saved us thousands of dollars. We now have a qualified and experienced individual working for us. It has been a pleasure.”

--Kelly Ethington, VP Operations,
CTS Technology Solutions



“Helped us hire the right person within a week”

“Your rep was very friendly, responded quickly and the candidates were sourced within 24 hours of our request. We were able to identify the right candidate, get the agreement and all paperwork in order, and hire the person within a week.”

--Allison Lewis, HR Manager,
Cadence Pharmaceuticals



“Saved us at least a couple of months in the hiring effort”

“You helped find resources that would have taken a very long time otherwise. We have saved at least a couple of months in hiring effort, as you provided us high quality candidates.”

---Rakesh Bhatnagar, VP of Software Engineering,
Picarro Inc.



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ExpertHiring specializes in quickly filling the most difficult IT openings.

