## Job Description:

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| --- | --- |
| Department & Direct Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Reason of hiring (mark the relevant answer):\* Replacing an existing employee\* In addition to the current staff | Quantity of vacancies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

## What makes this position attractive?

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**Job responsibilities:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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 **Job requirements:**
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**Job Conditions (salary, hours, bonuses):**

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| --- | --- | --- |
| Working day: | Working Hours: | Working in shifts: yes/no |
| Salary base: | Extra Hours: | Start immediately: yes/no |
| Commissions:  | Phone: yes/no  | Car: yes/no |

**Signatures:**Direct manager: CEO: Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_