

job_sheet_guidelines

The job sheet, in pdf or MS word format, shall consist of the following information:-

Company:

Job Title:

Job ID (As Applicable):

Job Description:

Job Location:

Responsibilities (Job Duties):

Requirements (Knowledge, Skills, Experience)

Preferred Qualifications (Knowledge, Skills, Experience):

How to apply for the position:

Contact Details:

Contact Name, Tel #, email address

Contact Title

Company Name

Company Address

Company website