|  |  |
| --- | --- |
| **Main Details:** | |
| **Client Name:** |  |
| **Contact Details:** | |  |  | | --- | --- | | **Full Name:** |  | | **Position:** |  | | **Telephone Number:** |  | | **Email:** |  | |

|  |  |  |
| --- | --- | --- |
| **Vacancy Details:** | | |
| **Vacancy Title:** |  | |
| **Vacancy Location:** |  | |
| **Start Date:** |  | |
| **Closing Date:** |  | |
| **Number of Positions:** |  | |
| **Salary:** |  | **Annually  Monthly  Weekly** |
| **Weekly Hours:** |  | |
| **Short Description:**  [1-2 Lines] |  | |

|  |
| --- |
| **Full Job Description:** [Formatted if possible] |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Posting Details:** | | | |
|  | **Yes / No** | **Date** | **Notes** |
| **Job Boards:** |  |  |  |
| **Oraculum Website:** |  |  |  |
| **Social Media:** |  |  |  |

|  |  |
| --- | --- |
| **Vacancy Categories:** (Tick all that apply) | |
|  | **Yes / No** |
| Secretarial / PA: | [ ] |
| Reception: | [ ] |
| Sales, Design & Marketing: | [ ] |
| Administration: | [ ] |
| Accounts & Finance: | [ ] |
| Customer Service: | [ ] |
| Human Resources: | [ ] |
| Information Technology: | [ ] |
| Legal: | [ ] |
| Part Time: | [ ] |
| Purchasing: | [ ] |
| Recruitment: | [ ] |
| Advertising: | [ ] |