|  |
| --- |
| **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: | [ ] |