

Notes to Employer: You are strongly recommended to adopt the format below and provide including, but not limited to, the following information in your job advertisement. It will be displayed at the recruitment website for job seekers' information.

### **Job Advertisement**

<b>Company Details</b>	
Company Name*	
Company Description	
Location*	
Classified Start Date	
<b>Job Details</b>	
<input type="checkbox"/> Non-sales Position (Back-office) # <input type="checkbox"/> Intermediary / Sales Position (Front-line) #	
Position*	
Department*	
Job Category	
Job Description/ Duties*	
Requirements*	
Application Method*	
Application Deadline	
Year(s) of Working Experience*	
Employment Type	
Additional Benefits	

\* Required info

# Please choose one option: 'Non-sales Position (Back-office)' OR 'Intermediary / Sales Position (Front-line).'