**KICKSTARTER JOB INFORMATION**

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| COMPANY NAME:  |
|  |
| ADDRESS: |
|  |
| COMPANY REG NUMBER: |
|  |
| KEY CONTACT NAME: |
|  |
| EMAIL: TEL:  |
|  |
| LOCATION: |
|  |
| IDEAL START DATE: |
|  |
| NUMBER OF TOTAL KICKSTARTER PLACEMENTS SUPPORTED: |
|  |

KICKSTARTER JOB TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JOB LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NUMBER OF ROLE TYPE REQUIRED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Company information: What the company does, type of business etc

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1. Role information (summary of the newly created role, purpose of the role and how it supports the business)

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1. Key Responsibilities (list the day to day tasks and accountabilities)

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| * XXX
* XXX
* XXX
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1. Soft Skills & Work Experience required:

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| * Ideal experience in Marketing, Administration, Customer Service etc
* Team work, organisational skills, personable etc
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1. Company Culture / Values: Ideal Fit: (Motivation, Team player, Flexible, Collaborative etc)

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| * Define working environment
* XXX
* XXX
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1. Company Benefits:

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| * XXX
* XXX
* XXX
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1. How candidates can apply: Email address or link to your recruitment system/careers site job:

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