

attracting better workers

# JOB DESCRIPTION PLANNER

Use this fill-in-the-blanks worksheet to write a highly engaging job description



<b>JOB TITLE:</b>	<b>Junior Account Manager</b>
<b>CONNECTION STATEMENT:</b> Use away / toward to connect with the needs of the job seeker.	Are you looking for a fast-paced job where you make a real community impact, while being challenged to grow daily? Spire is looking for a motivated relationship builder to serve as a Junior Account Manager. This is a chance to accomplish your goals and advance your career in a positive work environment.
<b>AVERAGE DAY:</b> Describe the typical day on the job and how it impacts their life.	As a Junior Account Manager at Spire, every day will be a new adventure. You will spend less time behind a desk and more time out connecting with local community leaders. You will be trained to build relationships and help people solve marketing problems that make a difference on their organizations and the community. Your days and weeks will go by fast at Spire and you will feel good about the impact you make.
<b>REQUIREMENTS:</b> What attributes would make them a good fit? If you can train it later, leave it out.	Must have a strong work ethic and enjoy building in-person relationships with others. The ideal candidate will have excellent customer service and communication skills and may also have some sales experience. We also welcome less experienced applicants who will do the work to learn our established process for success through highly structured on-the-job training.
<b>BENEFITS:</b> Competitive pay? Benefits? Paid time off? Great work environment? List the typical perks people will ask about.	This is a full-time professional position with a competitive entry-level salary plus clearly-defined paths to advance. Benefits include health insurance, retirement benefits, paid time off and a great culture in an established marketing agency.
<b>YOU CAN DO THIS!</b> What can you share that will help good people overcome their self-doubt?	You can do this! If you are motivated to work hard and have the natural smarts to build relationships with others and communicate well, you will learn fast in our employee on-boarding program.
<b>CALL TO ACTION</b> How do they apply? Keep it simple.	<b>Click “Apply” to get started.</b> Your application will be kept strictly confidential. Please do not call or email, we will confirm receipt of your application and direct you toward the next step.

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