

# How to Write an Effective Job Description

HERE ARE 5 WAYS TO IMPROVE YOUR JOB DESCRIPTION & ATTRACT MORE POTENTIAL PART-TIME CANDIDATES

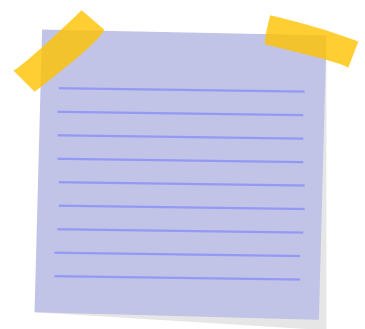


## 1.) COMPANY DESCRIPTION & CULTURE

What makes your company and its culture different? Potential part-timers love to be part of a company that's more than just profits. Think mission!

## 2.) JOB TITLE & DUTIES

Keep job titles simple. Think and list all key tasks for the job so that applicants know exactly what is required for the role!

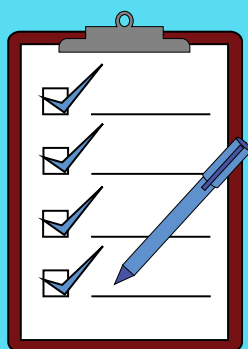


## 3.) PAY & BENEFITS

Give details about pay. How much per hour? Is payment in cash, cheque or bank transfer? Is CPF included or excluded? Paid daily, weekly or monthly? Any benefits? Think outside the box!

## 4.) LOCATION

Where exactly is the workplace? Near MRT station? Can they work from home? Most potential applicants are looking for work near their homes so let them know where exactly you are located!



## 5.) BASIC REQUIREMENTS

What are the necessary qualifications for the job? List them all out. Include things like legal age requirements or any certifications that may be needed!

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