

## Sample Job Ads

Alternative Youth Service Coordinator

Date Posted: January 7

Center County Government

Position is responsible for administering grants for youth/adult programs in the Office of Juvenile Court Services, coordinating community service work for misdemeanor juvenile offenders, and enrolling participants in rehabilitative programs. Bachelor's degree in sociology, psychology, political science, criminal justice or related field. Experience in probationary case management work preferred. Fingerprinting and criminal background check necessary. Salary range \$2,400-\$3,000/month. Accepting the first 40 completed applications until position advertisement closes Friday, February 30, 2012, at noon.

---

Blood Drive Organizer

Date Posted: January 12

Blood Donor Organization is looking for a results-driven team member who is able to inspire others to support our non-profit community blood donor program. This position is responsible for achieving daily, monthly, and annual blood drive goals held at various businesses, government agencies, schools, churches, etc. Successful candidate will develop new donors, educate the community and motivate volunteers to ensure a sufficient blood supply. The right person for this job will like a challenge and be an effective communicator and motivator.

### Skills / Requirements

- Relevant Bachelor's degree or equivalent combination of formal education and experience required.
- Excellent organization skills and ability to prioritize.
- Excellent verbal and written communication skills.
- Public presentation experience.
- Computer proficiency in Microsoft Word, Excel, Powerpoint, and Outlook.
- Must be able to work flexible hours including evenings & weekends when needed
- mandatory drug screening required

Pay: Commensurate with qualifications. Medical Insurance, 401(k), vacation and sick leave.

Will begin reviewing applications February 30.

---

PHARMACEUTICAL SALES REPRESENTATIVE

Date Posted: January 17

Effectively promotes key products and builds strong rapport with key physicians, nurses, nurse practitioners, physician assistants, medical office personnel, and pharmacists in targeted markets.

### ESSENTIAL DUTIES:

- Professionally create, maintain and increase sales for key promoted products

- Develops and manages strong relationships with targeted customers
- Provide continuing education and services to targeted customer
- Represent the company in a positive manner including adhering to all company, industry, and FDA regulations & guidelines
- Meets or exceeds sales activity objectives
- Productive self-management of time and activity
- Maintain up-to-date database to document field activity (i.e. sales calls, sampling data, call cards)
- Ability to travel within your territory to call on customers and travel to district and national meetings as required

#### CORE SKILLS:

- Planning & Organization Skills
- Self-Motivated and Self-Regulated (ability to work “autonomously” and produce results)
- Tenacity (ability to have the strength to sell even when facing rejection; inner courage and determination)
- Strong Decision-making and Problem Solving Skills; Tact; and good Common Sense
- Ability to have a Scientific Discussion in a candid, conversational, and spontaneous manner
- Initiative & “Drive” (enthusiasm, energy, creativity, and resourcefulness)
- Strong Written & Oral Communication Skills; Strong Presentation, & Project Management Skills
- Adaptability and Flexibility (and ability to handle pressure and deadlines)
- Computer literacy is required with above average proficiency in latest business software programs and an understanding of computer networks
- Operating Principles (Strong Business Ethics, Values, & Customer Focus--Compliance)
- Strong Persuasive Skills and ability to sell

**EDUCATION:** BA or BS Degree Required; Advanced Degree or Science-related background preferred

**EXPERIENCE:** No experience necessary; experience in sales, especially pharmaceutical sales, strongly preferred

**OTHER:** Current Driver’s License with a clean driving record; no DUIs

**Salary:** Competitive Base Salary plus commission; optional health and retirement available.

**Application Deadline:** Accepting applications until position filled.