



## Getting the Most from the CIAA Job Line Service

Thanks for considering the CIAA web site as a way to reach potential hires for your company. We've provided some guidelines below to help you in reaching the right audience. This list is intended to act as a guideline only. Once we receive your posting via email please allow 3 business days for posting. The cost for this service is \$197.75 (\$175.00 + \$22.75 HST) and the posting is for 30 days. Please make cheques payable to the Canadian Insurance Accountants Association (CIAA) and forward to the address below. For more information on this service or the CIAA, please contact Michelle Romanuk at (416) 971-7800, ext. 232.

**Company/organization profile:** (no more than 30 words)

**Job Title:** (may include reporting relationship)

### Qualifications:

Credentials (i.e. BA, CFA), years of industry experience, skills required, computer program skills, languages. The ideal candidate will possess these attributes ... (communication skills, detail-oriented, team player, etc)

### Responsibilities:

Bullet points preferred. Try to keep these to a maximum of eight priorities, the more focussed, the better (i.e. liaise with OSFI on a quarterly basis; produce monthly management reports, etc.)

### Optional information to consider:

- |  |   |
|--|---|
| <input type="checkbox"/> starting date   | <input type="checkbox"/> permanent or contract position |
| <input type="checkbox"/> salary (a range is helpful)   | <input type="checkbox"/> vacation time                  |
| <input type="checkbox"/> benefits package  | <input type="checkbox"/> flex time                      |
| <input type="checkbox"/> travel considerations   | <input type="checkbox"/> training and development       |
| <input type="checkbox"/> references required   | <input type="checkbox"/> date the competition closes    |
| <input type="checkbox"/> résumés to be forwarded via fax or email                              |   |
| <input type="checkbox"/> contact name, number and email address                                |   |
| <input type="checkbox"/> should candidates visit your web site to learn more about the company |   |

The CIAA thanks you for your consideration.