**

*[Company Logo]*

**Internal Job Posting Template**

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| **Job title** | [Clearly defined and reflective of the role's responsibilities] |
| **Department** | [Information about where the role is situated within the organization] |

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| **Job description** |
| [Detailed summary of the role, including its purpose, primary responsibilities, and how it fits into the broader organizational structure.] |

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| **Qualifications** |
| [Required and preferred skills, experience, and educational background, tailored to acknowledge the potential of internal candidates.]* [List of required qualifications here]
* [List of required qualifications here]
* [List of required qualifications here]
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| **Key responsibilities** |
| [A brief overview of the main tasks and duties the position requires.]* [Example: Administrating and maintaining our HRIS, as well as other relevant tools, systems, and documents]
* [Add responsibility here]
* [Add responsibility here]
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| **Application process** |
| [Instructions on how to apply, including any necessary documents or information.] |

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| **Eligibility criteria** |
| [Any specific criteria related to tenure, performance ratings, or other internal considerations.] |

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| **Career development opportunities** |
| [Information on how this role can contribute to the employee's career progression within the company.] |

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| **Contact information** |
| [Relevant contact details for applicants who may have questions.] |