connext

The Smart Guide to Writing Job Descriptions That Work

What You Need to Write Clear, Compelling, and Effective Job Posts

JOB TITLE
- Be clear and specific
- Avoid internal jargon
  ✅ Use: "Customer Success Manager"
  ❌ Avoid: "Success Ninja"

WORK PREFERENCE & LOCATION
Clearly state:
Remote / Hybrid / On-site
(Add expectations like time zones, days in office, etc.)

ROLE SUMMARY
- 2–3 sentences max
- Who you're looking for + what they'll do
Tip: Use inclusive and energizing language.

KEY RESPONSIBILITIES
- Use bullet points to list the role's day-to-day tasks.
- Keep it concise and action-driven.

SKILLS & QUALIFICATIONS
Make sure to highlight the essential requirements for the role.

COMPANY CULTURE & BENEFITS
- The: "Why work with us?"
- Values, team vibe, and perks