

Job Opening Posting Form

As a member of Physician Office Managers Association of America one of the benefits is that you may post positions on our website that you might have open in your office. The job posting will be sent to major websites such as Career Builder, Monster.com, etc. In order for us to post the position, the company we use asks us the following questions, so please adhere to this form as much as possible. Thank you!

Please type or print very clearly, if needed use another sheet of paper to complete the answers by the corresponding number. Please email all correspondence to national@pomaa.net.

1. **Title of the position being posted**
2. **Description of the position**
3. **Key responsibilities**
4. **Educational background desired**
5. **Job requirements**
6. **Salary or statement regarding salary and/or benefits**
7. **Location**
8. **How is the applicant to apply for the position**

Office Information for POMAA Use Only

Member's Name: _____

Practice Name: _____

Email Address: _____

Phone Number: _____

Please try to be as clear and concise as possible. We prefer you write the above information as if you were writing the position for your local newspaper or for some other source such as Craigslist.

If you have any questions, please email us at national@pomaa.net.