



JOB DESCRIPTION TEMPLATE

BY ABACUS SERVICE CORPORATION



This template is designed to help you create clear, compelling, and outcome-driven job descriptions that attract high-quality candidates and reduce time-to-hire.



1. Job Title

Action Items:

- Use market-standard titles
- Avoid internal jargon
- Optimize for search (LinkedIn/Indeed)

Good Example:

Senior Backend Engineer (Node.js, AWS)

Bad Example:

Software Ninja Level 3

2. Job Summary

Action Items:

- Focus on **business impact**
- Keep it 2–3 lines
- Answer: What + Why + Impact

Good Example:

“We are hiring a Senior Backend Engineer to build and scale core platform services that support our growing customer base, directly impacting system performance and product reliability.”

Bad Example:

“We are looking for a backend developer to join our team and work on different projects.”

3. Key Responsibilities

Action Items:

- Focus on outcomes, not tasks
- Use strong action verbs
- Show ownership

Good Example:

- Build scalable backend services handling high-volume transactions
- Improve system performance and reduce latency
- Collaborate with cross-functional teams to deliver features

Bad Example:

- Responsible for backend work
 - Help the team
 - Do assigned tasks
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4. Required Qualifications

Action Items:

- Keep realistic

- Focus on must-haves only

Good Example:

- 5+ years of backend development experience
- Strong experience with Node.js and APIs
- Experience with cloud platforms (AWS/GCP)

Bad Example:

- 10+ years experience
- Expert in 10+ tools
- Must know everything

5. Preferred Qualifications

Action Items:

- Add differentiators
- Keep optional

Good Example:

- Experience with microservices
- Startup experience

Bad Example:

- Same as required qualifications repeated

6. Key Skills

Action Items:

- Separate technical and behavioral
- Keep skimmable

Good Example:

Technical: Node.js, AWS, MongoDB

Behavioral: Ownership, problem-solving

Bad Example:

- Good communication
- Hardworking
- Team player

7. Compensation & Benefits

Action Items:

- Always include salary range
- Highlight benefits clearly

Good Example:

- Salary: \$120,000 – \$150,000

- Health insurance, 401(k), PTO
- Bonus + equity

Bad Example:

- Competitive salary
 - Good benefits
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8. Work Model

Action Items:

- Be specific

Good Example:

Hybrid – 3 days onsite (Chicago, IL)

Bad Example:

Flexible work environment

9. About the Company

Action Items:

- Sell the company

- Focus on impact and growth

Good Example:

“We are a growing staffing and workforce solutions company helping organizations build high-performing teams across industries.”

Bad Example:

“We are a leading company in the industry.”

10. Why This Role is Open

Action Items:

- Add context and urgency

Good Example:

“This role is open due to increasing client demand and expansion of our delivery teams.”

Bad Example:

No mention

11. Success Metrics

Action Items:

- Define success in 3–6 months

Good Example:

- Fill 5+ roles within first 90 days
- Improve candidate quality metrics

Bad Example:

No success criteria

12. Equal Opportunity Statement

Action Items:

- Include standard EEO

Good Example:

“We are an equal opportunity employer...”

Bad Example:

Not included

13. Application Process

Action Items:

- Set expectations clearly

Good Example:

- Recruiter screen → Hiring manager → Final round

Bad Example:

No process mentioned

AN EXAMPLE: Job Description (Abacus Service Corporation)

Job Title:

Technical Recruiter (IT Staffing – US Market)

Job Summary:

We are seeking a Technical Recruiter to drive end-to-end hiring for IT roles across the US market. This role will directly impact client delivery by ensuring high-quality talent pipelines and faster time-to-fill.

Key Responsibilities:

- Manage full-cycle recruitment for IT roles (sourcing to offer)

- Build strong candidate pipelines through LinkedIn and other channels
- Partner with hiring managers to understand role requirements
- Screen and evaluate candidates for technical and cultural fit
- Improve time-to-fill and candidate quality metrics

Required Qualifications:

- 3–6 years of IT recruitment experience (US staffing preferred)
- Strong sourcing skills (LinkedIn, job boards)
- Experience handling multiple roles simultaneously

Preferred Qualifications:

- Experience in staffing/consulting environment
- Knowledge of ATS systems

Key Skills:

Technical: Boolean search, ATS tools, sourcing

Behavioral: Communication, stakeholder management, ownership

Compensation & Benefits:

- Competitive salary + performance incentives
- Health benefits
- Growth opportunities

Work Model:

Onsite / Hybrid – Hyderabad, India (supporting US clients)

About the Company:

Abacus Service Corporation is a leading staffing and workforce solutions company with over 20+ years of experience, helping organizations build high-performing teams across industries.

Why This Role is Open:

Due to increasing client demand and expansion of our recruitment delivery teams.

Success Metrics:

- Fill assigned roles within SLA timelines
- Maintain high candidate quality and client satisfaction
- Build strong candidate pipelines

Equal Opportunity Statement:

We are an equal opportunity employer and value diversity in our workforce.

Application Process:

Recruiter screening → Hiring manager interview → Final discussion

Final Note

A strong job description does 50% of your hiring work.

If you are still relying on generic JDs, you are competing for talent at a disadvantage.

👉 Follow us on our socials for more hiring insights.

👉 Get in touch to improve your hiring outcomes and attract better talent, faster.

