

# Silicon Valley Associates Recruitment

Job Descriptions Template  
2022

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# IT AND TECHNOLOGY RECRUITMENT SPECIALISTS IN APAC

## Silicon Valley Associates Recruitment

Specialized IT recruiter and IT recruitment agency in Hong Kong, Singapore, Shanghai, Dubai and Japan.

Whether you're looking for your next career opportunity or looking to hire new talent, SVA Recruitment services can help you.

As one of the top recruitment agencies in Hong Kong Singapore, Shanghai, Dubai, and Japan, SVA Recruitment connects highly skilled candidates with employers in contract and permanent positions, for the IT and Technology field.

As the leading global specialist in IT recruiting with an extensive network of offices throughout the Asia Pacific, our recruiters are the right people to help you to attract, recruit and retain the best IT talent for your organization.



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Our name reflects a proven track record of helping Local, Asian and Western Tech MNCs and Start Ups.



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# 10 YEARS

Accumulated Recruitment Expertise within IT  
and Technology in Asia and Worldwide



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Focused on



Executive



Information  
Technology



Sales or Marketing

Into Technology Companies or IT Functions



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A professional service, available whenever needed for companies who need extra help or our expertise for hiring for their urgent IT jobs.



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# Why Are We Different?

Our Service Value Proposition to You, is Our People:

**Are Genuine Specialists**

Have a previous background in their specialized disciplines. E.g., Our Data Scientist Recruiter used to be a Data Scientist

**Follow our Methodology**

No matter which office or what position, our Recruiters follow the same tried and tested **35-step** search methodology

**Are Prioritized Correctly**

Are incentivised not by sales commission, but fixed bonuses for placements + great customer satisfaction surveys

**Are Initiated in our Culture**

Give 100%  
Work Hard  
Be Honest  
Make our Clients and Candidates Happy  
Have Fun!

**Are Stable**

We try to offer the best working environment, compensation, and management so our people love working here, and stay long term



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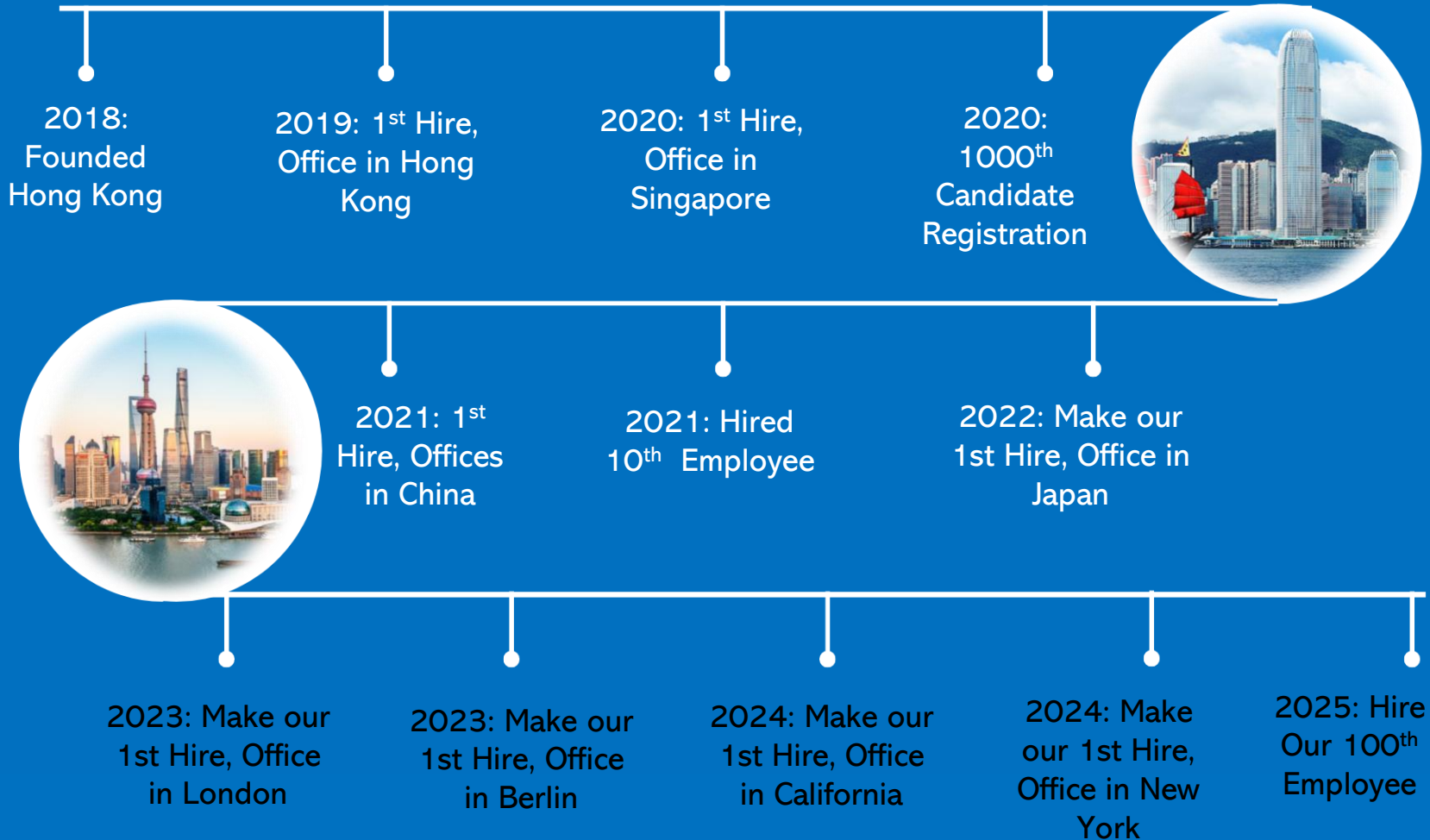
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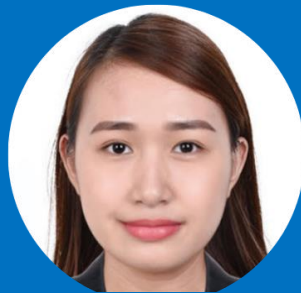
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Perry Tingson  
Sourcing Associate



Catherine Wu  
Research Associate



Armae Garcia  
Marketing Associate



Daryl Galariana  
Senior Marketing



Vivian Yu  
Senior Finance & HR  
Officer

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Senior Researcher



Alexa Zapata  
Research Associate



Victor Chen  
Senior Recruiter



Vahid Haghzare  
Founder & Director



Jenivieve Bustos  
Sourcing Associate



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+100

of our Candidates offered jobs through us since 2019



+1000

Interviews arranged between employers and candidates since 2019

+300

Interviews arranged since 2021



+150

Jobs assignments to us from Clients in 2021

+150

Job adverts placed by us in 2021



1000

New IT Candidates registered themselves in our system in 2021



30,000

Total Candidates in our database as of 2021



+30,000

Connections with local network in LinkedIn



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# How to Write a Job Description



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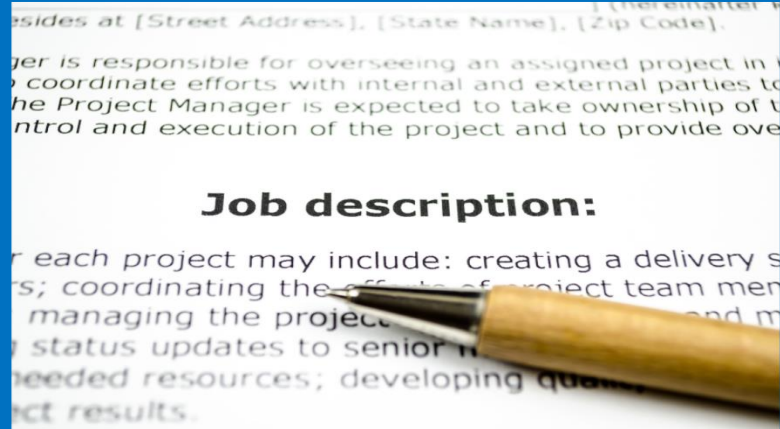
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## Important Areas to Consider

Job descriptions are crucial to the success of the company. While it is not legally mandated by law, companies can gain practical benefits from it. Job descriptions are important because they communicate to candidates and employees exactly what kind of tasks are expected from them.

Job descriptions can help identify particular skills or abilities that are necessary for a position or the environmental pressures that apply to the position. This will set the expectations of both the hiring officer and candidates. Doing so also helps avoid job mismatch because job descriptions contain a comprehensive set of responsibilities and qualifications recommended for certain positions. Thus, help you ensure in recruiting the best candidates.

Silicon Valley Associates Recruitment highlights the important areas and a step-by-step process of creating a practical job description. To start, the following areas need to be considered.



## Company Introduction

It is essential to provide a succinct company introduction to your job description. This will allow the candidate to have an overview of the nature of the organization.

## Company Mission, Vision, & Values

It is essential to provide a succinct company introduction to your job description. This will allow the candidate to have an overview of the nature of the organization.



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## Company Culture

Effective job descriptions also provide an overview of the company's culture to prepare candidates for the kind of organization they would be applying with. Knowing the corporate culture also allows candidates to weigh them with their beliefs and passion in a kind of working environment.

## Team & Management Style

This is one of the underestimated areas that companies fail to include in a practical job description because it missed the chance to orient candidates' expectations.



## Others: Job Tasks and Career Path



A good job description also indicates precise job tasks and career paths. Most of the time, companies usually won't bother with these areas, which could miss the chance of motivating candidates to apply for the position.



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# Job Description Step-by-Step Guide



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SVA Recruitment helps you layout an effective job description that will attract the right candidate for the job. In order to do so, we have to carefully tailor the requirements, responsibilities, skills, and qualifications necessary for the job position you are offering.

## Step 1: Job Title

The first step in creating an effective job description is to give the position a job title. Job titles play a crucial role in targeting the candidate pool you are seeking. Therefore, it is the key to getting the attention of the candidate.

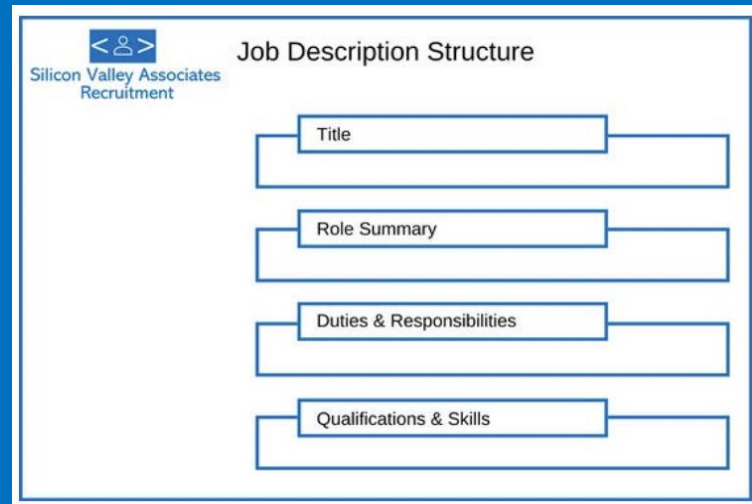
### Effective Job Titles must:

- ✓ Accurately reflect the nature of the job and the duties that are expected to be performed
- ✓ Be generic to be consistent to similar jobs in the industry and for the candidate to be easily searched
- ✓ Be self-explanatory for recruitment purposes reflects its ranking order with other jobs in the company

For example: "IT Director" indicates that this position is not for entry-level candidates.

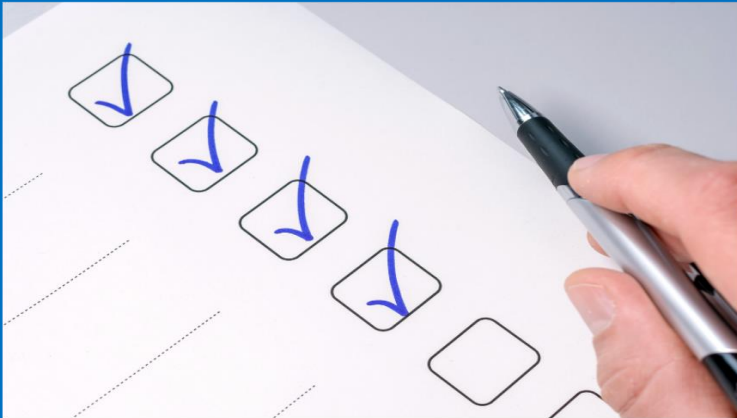
## Step 2: Role Summary

Companies must provide a clear summary of the importance of the position and how the role contributes to the success of the business. This is the part where companies can also provide a succinct company introduction, mission, vision, and values. Companies can also provide an overview of the corporate culture to motivate candidates to apply for the job.



## Step 3: Duties / Responsibilities

A job description must contain a list of the duties and responsibilities associated with the position's role. This is essential to elaborate on what are the tasks expected to be performed by the candidates and if they are qualified to do so.



The listed tasks must ideally describe outcome based terms, contains necessary assignments, and the purpose of the action. You can also share the team and management style in this part to maximize expectations about the duties and responsibilities.

## Step 4: Qualifications & Skills

A list of qualifications and skills must also be comprehensive to match the candidates'. This part of the job description must be written separately from duties and responsibilities, which can be a common mistake by others. The education level and type, professional certifications, technical and soft skills, and years of experience are stipulated here.

Some elements in this part include one's competencies, which refers to the inherent traits a candidate is expected to display in carrying out the responsibilities of the job position. Meanwhile, skills refer to the abilities that a candidate has possessed from experience or qualifications obtained.

For example: Being proficient in Microsoft Office is a skill while having a strong leadership and sense of ethics are considered competencies.



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## Step 5: Relationship

Another essential element in writing a job description is indicating relationships. This includes reporting lines and working relationships. Reporting lines elaborate on the organization's flow of reporting structure, while working relationships refer to the people that the position will be most likely to work closely with.

## Step 6: Salary & Career Path

Companies can also indicate the salary for the position and the potential career path they can take to attract candidates more and motivate them to apply.



# Job Description Templates



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# General Management



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## Job Description Example

A growing ecommerce startup has an immediate opening for an experienced and visionary chief technology officer. The CTO will oversee all technical aspects of the business while working alongside the executive team to ensure technical projects are aligned with overall business goals. We are seeking a candidate with proven leadership experience, proficient technical aptitude and a collaborative personality.

You will be overseeing the development of multiple projects at once and must have strong time management skills.



## Responsibilities

- ✓ Ensure technical aspects of the business are aligned with business goals and objectives
- ✓ Work with technology teams and upper management to develop systems and processes that improve efficiency for both customers and employees behind the scenes
- ✓ Create quality assurance and testing processes to ensure systems are working properly
- ✓ Build a robust team capable of supporting all of the company's technological needs
- ✓ Develop and build infrastructure systems to support business growth
- ✓ Stay up to date on technological trends and look for ways to help the organization stand out

## Qualifications & Skills

- ✓ Minimum of 5 years in technical leadership roles, ideally as a CTO
- ✓ Bachelor's degree in computer science or a related field
- ✓ MBA strongly preferred but not required
- ✓ Superior communication and leadership skills
- ✓ Analytical thinker and ability to develop creative solutions to problems
- ✓ Knowledge of project management and ticketing systems



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## Job Description Example

A leading real estate firm is looking for an experienced CIO to lead our information technology department. The successful candidate will work closely with the leadership team and the technology department to develop IT strategies that will help improve our internal systems and our client experience. You will be in charge of hiring and developing a team of talented and motivated individuals to support company initiatives. Our ideal candidate has previous experience in an IT leadership role and a proven track record of successful IT project completion. A Master's degree in Computer Science or a related field is strongly preferred.

## Responsibilities

- ✓ Set goals and objectives for the IT department
- ✓ Stay up to date on technological advances and identify ways to help the company stand out
- ✓ Work to develop IT strategies that support the goals of the entire organization
- ✓ Monitor the technological infrastructure of the organization to ensure everything is working as efficiently as possible
- ✓ Attract and hire a cutting edge IT team that will help the company grow
- ✓ Oversee ongoing technology projects to ensure deadlines are being met and support is provided when needed



## Qualifications & Skills

- ✓ Master's degree in Computer Science or related field
- ✓ 10 or more years experience working in the IT field
- ✓ A proven track record of successful leadership and management experience
- ✓ Previous success designing, developing and implementing IT systems
- ✓ Knowledge of cybersecurity, IT systems and infrastructure
- ✓ Understanding of the challenges and best practices associated with data storage and management



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## Job Description Example

Our recently-funded tech startup is looking for an upbeat and experienced Chief Operating Officer to join our growing team. You will be responsible for building our company culture from the ground up. You will work with team leaders to set goals and objectives within the organization. You will also be in charge of developing internal processes and systems for tracking and reporting performance, onboarding new employees, and more. Our ideal candidate has a minimum of 5 years of management and leadership experience and a passion for building teams.



## Responsibilities

- ✓ Work with team leaders to determine departmental and personal performance goals and objectives
- ✓ Create internal processes, systems and infrastructure to support company goals and facilitate growth
- ✓ officer mentorship and guidance to department heads to foster a collaborative environment and keep employees motivated
- ✓ Oversee the implementation of newly created processes for hiring, communication, and beyond
- ✓ Lead quarterly, monthly, and weekly meetings to keep all employees engaged and on the same page with regards to organizational goals and objectives
- ✓ Responsible for hiring and developing a motivated team and conducting annual performance reviews

## Qualifications & Skills

- ✓ 5+ years experience in management or leadership roles
- ✓ Bachelor's degree in Business or Marketing, MBA preferred
- ✓ Excellent written and verbal communication skills
- ✓ Experience building close knit, collaborative teams
- ✓ Results-focused, analytical, and creative mindset
- ✓ Committed to helping others succeed in their roles and in turn helping the organization succeed



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## Job Description Example

A chief data officer (CDO) oversees a range of data-related functions to ensure that

The company maximizes the use of its data. Use the following job description template when hiring for a Chief Data Officer (CDO) and customize it further based on your specific requirements.



## Responsibilities

- ✓ Designing and executing the data strategy and roadmap
- ✓ Engaging with senior business stakeholders to understand their business needs
- ✓ Establishing a strong data-driven approach to decision making across the organization
- ✓ Leading a team of talented data scientists to positively impact the organisation by leveraging data
- ✓ Leveraging modelling techniques to identify, analyse and present actionable data to drive business decisions

## Qualifications & Skills

- ✓ Degree in Technology, Engineering or related field
- ✓ You have strong prior experience in a senior leadership role within data management
- ✓ You possess excellent communication skills and a proven track record of successfully leading teams
- ✓ Strong stakeholder management & business partnering skills
- ✓ Strategic thinker with the ability to be hands-on when required



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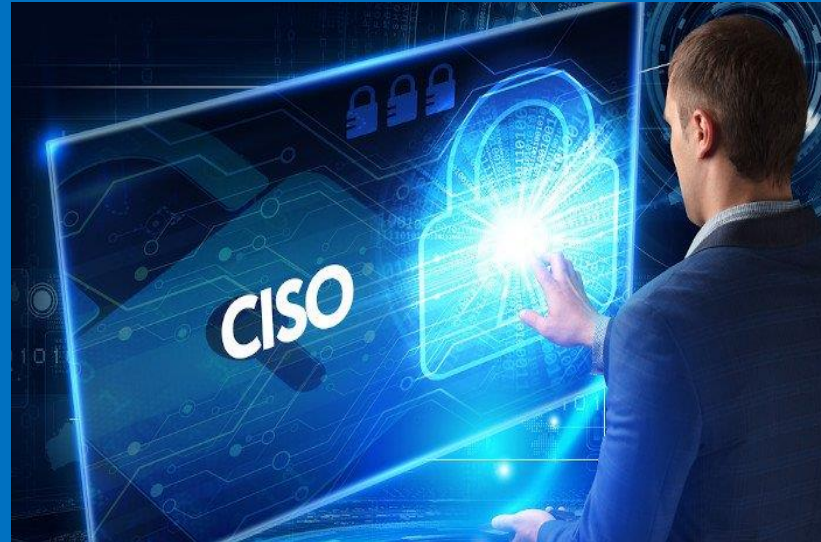
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## Job Description Example

The Chief Information Security Officer serves as the process owner of all assurance activities related to the availability, integrity and confidentiality of customer, business partner, employee and business information in compliance with the organization's information security policies. A key element of the CISO's role is working with executive management to determine acceptable levels of risk for the organization. This position is responsible for establishing and maintaining a corporate-wide information security management program to ensure that information assets are adequately protected.



## Responsibilities

- ✓ Develop, implement and monitor a strategic, comprehensive enterprise information security and IT risk management program
- ✓ Work directly with the business units to facilitate risk assessment and risk management processes
- ✓ Develop and enhance an information security management framework
- ✓ Understand and interact with related disciplines through committees to ensure the consistent application of policies and standards across all technology projects, systems and services
- ✓ Provide leadership to the enterprise's information security organization
- ✓ Partner with business stakeholders across the company to raise awareness of risk management concerns
- ✓ Assist with the overall business technology planning, providing a current knowledge and future vision of technology and systems



## Qualifications & Skills

- ✓ Degree in business administration or a technology-related field required.
- ✓ Professional security management certification
- ✓ Minimum of eight to 12 years of experience in a combination of risk management, information security and IT jobs
- ✓ Knowledge of common information security management frameworks, such as ISO/IEC 27001, and NIST.
- ✓ Excellent written and verbal communication skills and high level of personal integrity
- ✓ Innovative thinking and leadership with an ability to lead and motivate cross-functional, interdisciplinary teams
- ✓ Experience with contract and vendor negotiations and management including managed services.
- ✓ Specific experience in Agile (scaled) software development or other best in class development practices.
- ✓ Experience with Cloud computing/Elastic computing across virtualized environments.

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# Technology Management



Silicon Valley Associates  
Recruitment

## Job Description Example

Our company is seeking to hire an experienced IT manager that will manage, test, and possibly improve our existing networks. We are ideally seeking for a candidate with expert knowledge on WAN, LAN and EDI computer systems that will work within the set guidelines and borders of our policies, budget, schedules, and quality control procedures. You will generally be responsible for the development of maintenance and improvement plans and manage IT staff and operations in manner that is time and cost-efficient. Candidates with prior experience in IT management positions will be prioritized



## Responsibilities

- ✓ Manage and supervise IT networks of the company
- ✓ Schedule, organize, and check IT systems and digital data functions
- ✓ Generate project and annual budgets for IT requirements
- ✓ Ensure safety of stored data and protection from risks and internal or external threats
- ✓ Troubleshoot problems and generate plans for improvement
- ✓ Collaborate and report to department managers regarding IT requirements and problems

## Qualifications & Skills

- ✓ BS in Computer Science, MIS, or similar field
- ✓ Expert knowledge of technical management aspects, data analysis, and software or hardware units
- ✓ Proven track record in IT management or equivalent position
- ✓ Stellar analytical skills
- ✓ Great Leadership skills and ability to manage staff within a strict schedule
- ✓ Keen eye and research abilities in regards to new IT technologies and trends



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## Job Description Example

IT business partners will typically hold regular meetings with stakeholders throughout the company to understand the specific goals of the overall business and individual departments. These professionals will then translate those needs into technology requirements for IT development. As a result of this close relationship, IT business partners will also become the main point of contact for the local business and technology teams.



## Responsibilities

After a new technology is successfully delivered, these professionals will also be

- ✓ Responsible for ensuring that end users understand how to use these new tools and resolve any issues they may encounter.
- ✓ Another important task is to relay any feedback to technology teams.

## Qualifications & Skills

- ✓ Experience in the technology sector and hold computer science degrees.
- ✓ Working experience in the application side of technology is particularly valuable as it provides a basis for understanding the end-users' needs.
- ✓ 5+ years of experience as programmers, business analysts or project managers before shifting to a business partner role.
- ✓ Another entry point could be from the business as super users of a particular technology within a given department.
- ✓ Communication ability is essential for this role as a large part of the job will involve acting as an intermediary between the local business and technology teams.



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# Application Management



Silicon Valley Associates  
Recruitment



## Job Description Example

Our fast-expanding company wishes to employ a seasoned IT Project Manager that will be in charge of our network and server systems (covering all departments of our company). A great part of your duties will involve planning of technical projects, supervising IT technicians, follow IT data security protocols and tasks, and conducting system audits of adopted technologies. If you are a qualified IT professional with proven experience, stellar analytical and organizational skills, and ability to lead others with respect to company's strategic goals, schedules, and budget, we would love to hear from you.



## Responsibilities

- ✓ Generate technology strategic plans
- ✓ Merge IT technologies within the organization to ensure peak performance
- ✓ Supervise IT staff and collaborates with HR managers to recruit, train and test IT employees
- ✓ Completes IT projects through efficient coordination of resources and employee schedules
- ✓ Achieves financial objectives through accurate cost projections of IT requirements
- ✓ Maintains resources and ensures their protection through back-ups and detailed plans of prompt recovery

## Qualifications & Skills

- ✓ BS Degree in IT, Computer Science, or relevant field
- ✓ CASP Accreditation is preferred
- ✓ Proven experience in IT project management or similar position
- ✓ Expert knowledge of MS Office, Google Apps management, and network management.
- ✓ Excellent organizational skills
- ✓ Ability to explain complex technical aspects to both technical-literate and less technical-literate audiences



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# Software Development



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Recruitment



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## Job Description Example

Full stack developers are responsible for the development of software applications and services that support enterprise-wide business processes. The developer will be responsible to develop, test, deploy, maintain and support all aspects of our products. Tasks may include application design, development, testing, deployment, maintenance, security, performance tuning, etc. The individual in this role is also responsible for developing new features in order to improve efficiency and productivity while maintaining high levels of quality control across multiple platforms.



## Responsibilities

- ✓ Contribute to a robust, high-performing development team.
- ✓ Develop and implement new features for the platform.
- ✓ Analyze performance metrics to identify issues or problems that need attention.
- ✓ Review existing code/codebases in order to ensure proper implementation of changes as needed.
- ✓ Work with other developers on developing solutions using agile methodologies.
- ✓ Provide technical support through training sessions, workshops, etc.

## Qualifications & Skills

- ✓ Bachelor's degree in computer science, information systems or related field
- ✓ 5+ years of experience working in a high-level software development environment
- ✓ Experience working on large scale projects and complex systems
- ✓ Demonstrable knowledge of the following technologies: JavaScript, Ruby, Python, JIRA and SQL Server
- ✓ Proven ability to work independently as well as collaboratively across multiple teams



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## Job Description Example

Our organization is in need of a tech-savvy front-end developer to join our team of professionals. The successful candidate is motivated to combine the art of design with the art of programming. As a front-end developer, you will be responsible for translating UI/UX design wireframes to actual code that will produce visual elements of the application. Our ideal applicant is an excellent communicator who will collaborate with the UI/UX designer and bridging the gap between graphical design and technical implementation. A Bachelor's degree in Computer Science or related field is required.

## Responsibilities

- ✓ Use markup languages like HTML to create user-friendly web pages
- ✓ Write functional requirement documents and guides
- ✓ Work with back-end developers and web designers to improve usability
- ✓ Assure that all user input is validated before submitting to back-end
- ✓ Help back-end developers with coding and troubleshooting
- ✓ Ensure high-quality graphics standards and brand consistency



## Qualifications & Skills

- ✓ Bachelor's Degree in Computer Science or related field
- ✓ 2+ years' app development experience preferred
- ✓ 3+ years' web development experience required
- ✓ Proficient understanding of web markup, including HTML5, CSS3
- ✓ Excellent analytical and multitasking skills
- ✓ Solid understanding of SEO principles and ensuring that application will adhere to them



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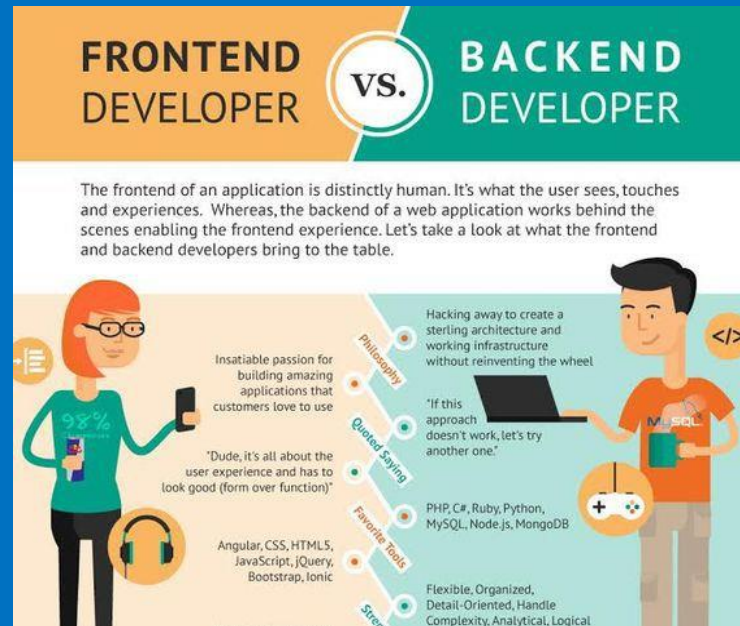
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## Job Description Example

The back end developer is responsible for the development of a back end application that supports all aspects of enterprise applications. This includes: developing and maintaining database architectures, data structures, databases; also responsible for creating user interfaces to support business needs; designing and building web-based applications using JavaScript or other programming languages such as Python/C#. Responsible for providing technical assistance in the design, implementation, testing, maintenance and troubleshooting of new features and enhancements on existing systems.

## Responsibilities

- ✓ Develop and maintain a robust back end development team.
- ✓ Develop, implement and support the back end development team (backend developers) in an Agile environment to ensure that all projects are delivered on time and within budget.
- ✓ Analyze project requirements for accuracy and completeness of work performed by developers as well
- ✓ Assist with developing new features/features or enhancements from existing codebases; develop test plans and tests using various tools such as ASCII, JIRA, etc.
- ✓ Work closely with other teams across the organization to understand their needs and provide feedback regarding changes made during implementation.



## Qualifications & Skills

- ✓ Bachelor's Degree in Computer Science or Bachelor's degree in computer science, information systems or related field
- ✓ Minimum of 5 years experience with a backend development environment and/or application development
- ✓ Experience working on large scale projects using JavaScript is preferred but not required; prior experience developing web applications for the enterprise market will be considered as well
- ✓ Experience with Microsoft Office Suite including Word, Excel, PowerPoint
- ✓ Strong knowledge of SQL Server 2008 R2, MySQL 2012 AWS, Oracle Database, Azure Cloud Platform, JIRA and Jenkins



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## Job Description Example

Urban city startup is building a ground-up Web Marketing company and is on the hunt for a talented Web Developer. We are looking to be a one-stop-shop for our clients. The Web Developer portion is critical to our success in today's internet dominated world. All candidates must be, and stay, up to date on the web's latest trends and features. Since we have a large team involved in all aspects of a project, our Web Developers spend a considerable amount of time on conference calls to make sure the project is on target with branding.



## Responsibilities

- ✓ Work closely with various members of the different design teams
- ✓ Develop web-based solutions like integration with client based software
- ✓ Work with Web Designers to develop graphics, images, icons and other assets
- ✓ Stay up to date on all recent advancements in the industry
- ✓ Draft weekly progress and recap reports
- ✓ Ensure current and previous systems stay bug free

## Qualifications & Skills

- ✓ 5+ years experience in Web Design and Development
- ✓ Bachelor's Degree in Web Development or equivalent
- ✓ Self motivated and energetic person who can lead in a group
- ✓ Experience with Magento and Shopify
- ✓ Knowledge of web languages HTML, CSS, Java, .NET, PHP, etc
- ✓ Strong communication and interpersonal skills



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## Job Description Example

We are looking for a qualified Mobile developer to join our Engineering team. You will be working with our engineers to develop and maintain high quality mobile applications. If you're passionate about mobile platforms and translating code into user-friendly apps, we would like to meet you. As a Mobile developer, you'll collaborate with internal teams to develop functional mobile applications, while working in a fast-paced environment. Ultimately, you should be able to design and build the next generation of our mobile applications.

## Top Skills for Mobile App Developers



## Responsibilities

- ✓ Support the entire application lifecycle (concept, design, test, release and support)
- ✓ Produce fully functional mobile applications writing clean code
- ✓ Gather specific requirements and suggest solutions
- ✓ Write unit and UI tests to identify malfunctions
- ✓ Troubleshoot and debug to optimize performance
- ✓ Design interfaces to improve user experience
- ✓ Liaise with Product development team to plan new features
- ✓ Ensure new and legacy applications meet quality standards
- ✓ Research and suggest new mobile products, applications and protocols
- ✓ Stay up-to-date with new technology trends

## Qualifications & Skills

- ✓ Proven work experience as a Mobile developer
- ✓ Demonstrable portfolio of released applications on the App store or the Android market
- ✓ In-depth knowledge of at least one programming language like Swift and Java
- ✓ Experience with third-party libraries and APIs
- ✓ Familiarity with OOP design principles
- ✓ Excellent analytical skills with a good problem-solving attitude
- ✓ Ability to perform in a team environment
- ✓ BSc degree in Computer Science or relevant field

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## Job Description Example

Solution Architects typically work for corporations across industries, but they can also work for specialized IT or software firms to perform outsourced work. They communicate with their team members to determine the best methods to overcome business problems using computer software. Their job is to meet with clients or business management to determine current concerns for the company and identify how the implementation of computer systems can help solve problems. They may also be responsible for identifying future business needs and preemptively planning for system integrations or changes.



## Responsibilities

- ✓ Conducting an evaluation of the computer system architecture with an emphasis on the design
- ✓ Analyzing the system throughout the enterprise system
- ✓ Creating and maintaining or enhancing procedures, processes and designs for a computer system
- ✓ Ensuring that the application architecture team can deliver system solutions for computer architecture.

## Qualifications & Skills

- ✓ Identifying, testing and managing risk: They must identify and evaluate the risk to eliminate or mitigate risk in a computer system or network.
- ✓ Knowledge of software development process and technical skills: Solution Architects must know the technical aspects of projects to identify risks, propose immediate solutions and provide guidance for the computer system solutions.



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## Qualifications & Skills

- ✓ Communication skills: To communicate with all stakeholders such as software engineers, management, clients and vendors, they must convey technical language to other stakeholders often in non-technical terms.
- ✓ Project management skills: To manage and train staff for software projects and computer architecture projects in a team environment.
- ✓ Organizational and time management skills: To keep projects on schedule and within budget.
- ✓ Broad knowledge: Of computer software, hardware and computer languages.



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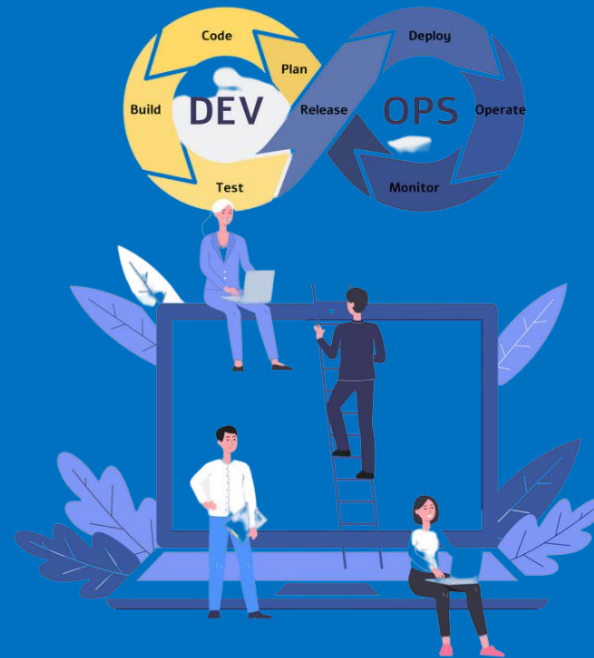
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## Job Description Example

The development operations engineer is responsible for the development of new products and/or system design, engineering, testing and support. The person in this position will be responsible for developing a variety of systems.



## Responsibilities

- ✓ Develop and maintain a comprehensive understanding of the design, development, testing and maintenance processes for all phases of product development.
- ✓ Implement and oversee new systems that support the development process from concept through production.
- ✓ Provide technical assistance in developing software solutions that will improve performance and reduce costs.
- ✓ Assess customer requirements by performing field tests on various products or components.

## Qualifications & Skills

- ✓ Bachelor's degree in engineering, computer science or related field
- ✓ Minimum of 5 years of experience with a computer system and/or software development environment
- ✓ Experience working on systems such as RDS, SSIS, etc. is preferred



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## Job Description Example

We are looking for a QA Tester to assess software quality through manual and automated testing. You will be responsible for finding and reporting bugs and glitches.

In this role, you should have a keen eye for detail and excellent communication skills. If you are also competent in executing test cases and are passionate about quality, we'd like to meet you.

Ultimately, you will ensure that our products, applications and systems work correctly.

## Responsibilities

- ✓ Review and analyze system specifications
- ✓ Collaborate with QA Engineers to develop effective strategies and test plans
- ✓ Execute test cases (manual or automated) and analyze results
- ✓ Evaluate product code according to specifications
- ✓ Create logs to document testing phases and defects
- ✓ Report bugs and errors to development teams
- ✓ Help troubleshoot issues
- ✓ Conduct post-release/ post-implementation testing
- ✓ Work with cross-functional teams to ensure quality throughout the software development lifecycle



## Qualifications & Skills

- ✓ Proven experience as a Quality Assurance Tester or similar role
- ✓ Experience in project management and QA methodology
- ✓ Familiarity with Agile frameworks and regression testing is a plus
- ✓ Ability to document and troubleshoot errors
- ✓ Working knowledge of test management software (e.g. qTest, Zephyr) and SQL
- ✓ Excellent communication skills
- ✓ Attention to detail
- ✓ Analytical mind and problem-solving aptitude
- ✓ Strong organizational skills
- ✓ BSc/BA in Computer Science, Engineering or a related field



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# Infrastructure and Network



Silicon Valley Associates  
Recruitment

## Job Description Example

Infrastructure Managers must ensure the organization's systems are online and fully operational.

When issues occur, it is their job to ensure these problems are minimized.



## Responsibilities

- ✓ Plan operating systems
- ✓ Maintain activity logs
- ✓ Build infrastructure strategy in collaboration with business departments
- ✓ Manage staff and network/server equipment
- ✓ Vendor management

## Qualifications & Skills

- ✓ Management experience
- ✓ Budgeting and recruitment experience
- ✓ In-depth knowledge of servers and networks, data organisation, and both hard- and software
- ✓ Experience in business analytics or administration
- ✓ Client relations
- ✓ Previous experience within IT infrastructure
- ✓ Problem solving/troubleshooting
- ✓ Analytical thinking
- ✓ Communication
- ✓ Teamwork
- ✓ Relationship management
- ✓ The ability to translate complex ideas for non-tech staff/customers



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## Job Description Example

Our Infrastructure Architect is responsible for implementing the overarching design of our technology systems. They'll need to create an infrastructure that can handle the traffic of today while simultaneously anticipating the needs of tomorrow. They'll be in charge of researching and recommending new technology for company use, taking into account the security, efficiency, and budget. Our infrastructure architect must be an expert in their field, serving as an authority and working with different departments to improve our systems.

## Responsibilities

- ✓ Analyze systems for security and efficiency
- ✓ Recommend alternative technologies as needed
- ✓ Design technology according to company objectives
- ✓ Integrate new technology to improve connectivity
- ✓ Coordinate with department heads to understand individual needs
- ✓ Explain best practices to upper management
- ✓ Lead the review process to ensure systems are functional
- ✓ Evaluate projects according to scope and expenses
- ✓ Create plans for the integration of new infrastructure systems
- ✓ Allocate funds to a variety of necessary resources



## Qualifications & Skills

- ✓ Bachelor's degree in computer science or a related field
- ✓ Minimum of one year of infrastructure architecture experience
- ✓ Thorough understanding of web servers, applications, and networks
- ✓ Understanding of project management principles
- ✓ Proven experience designing enterprise architecture roadmaps
- ✓ Good written and verbal communication skills
- ✓ Working knowledge of database management
- ✓ Excellent researching and problem-solving skills
- ✓ Experience drafting budgets
- ✓ Ability to forecast design solutions that can adapt to future company goals



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## Job Description Example

We're looking for a vigilant, responsive network administrator to oversee our organization's data communications system, including the local area network (LAN) and wireless internet connection. A qualified candidate will be able to install, monitor and troubleshoot issues with computer hardware and software. Since our network is essential to daily operations, candidates should be able to work quickly during the workday to resolve problems and be willing to repair or run updates before or after business hours. You will plan and implement solutions with our management team so you also need excellent verbal communications skills.

## Responsibilities

- ✓ Support and maintain computer network and accessories
- ✓ Install and upgrade equipment as necessary
- ✓ Educate staff in the use of new hardware or software
- ✓ Maintain and troubleshoot wireless connectivity
- ✓ Ensure network security and connectivity
- ✓ Provide feedback on network security and technology purchases



## Qualifications & Skills

- ✓ Advanced degree in computer science, network administration or related field
- ✓ Networking certifications a plus
- ✓ Willingness to update technical skills regularly
- ✓ Broad knowledge of computer networking systems, computer hardware and software
- ✓ Responsiveness and diligence in completing job tasks
- ✓ Ability to provide simple explanations of computer applications, processes or fixes



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## Job Description Example

Our healthcare organization is currently in search of a System Administrator. An ideal candidate will possess strong networking knowledge from a technical and practical perspective and have the ability to deal with a fast-changing dynamic environment. Internal and External customer service is a must. The IT Systems Administrator Work is tasked with the design, installation/upgrade, configuration and operational support of standalone and networked computer systems following the organizational standards for security and operational integrity.



## Responsibilities

- ✓ Diagnoses/troubleshoots/installs/repairs all software, hardware & components
- ✓ Serves as Help Desk
- ✓ Manage third-party support vendors
- ✓ Manage all conference room IT equipment to ensure optimum user experience
- ✓ Act as liaison to external support entities
- ✓ Manages Active Directory, adding users, computers, etc

## Qualifications & Skills

- ✓ A bachelor's degree in Computer Science, Information Technology or related field
- ✓ 2-5 years of applicable work experience in a corporate environment
- ✓ Excellent customer service, interpersonal, communication skills
- ✓ Extensive knowledge and experience of Windows devices and support of Windows OS
- ✓ Experience with FTP servers; Active Directory and Remote Desktop
- ✓ Eligibility to work in the United States



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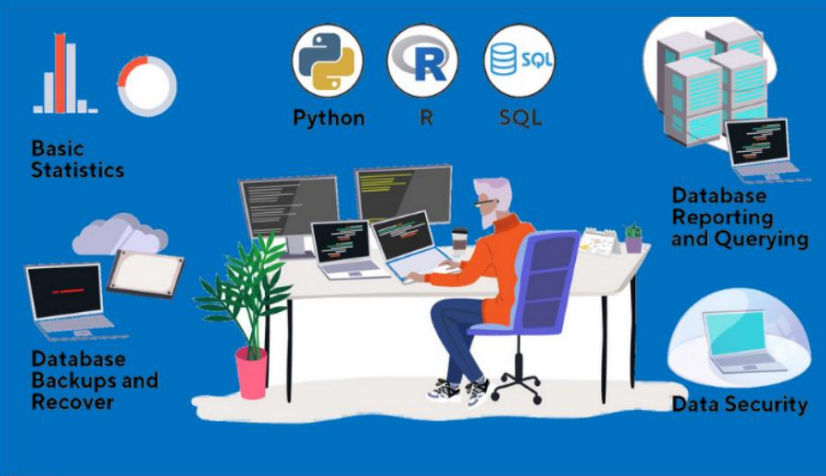
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## Job Description Example

National insurance company has an immediate opening for an experienced database administrator. You will work to ensure the stability and security of our data systems and troubleshoot and resolve any problems that arise. You will also be tasked with developing and implementing new systems to support company initiatives. Our ideal candidate has a bachelor's degree in computer science and previous experience in a similar role. A collaborative personality and the ability to work as part of a close-knit team is also important to us.



## Responsibilities

- ✓ Design databases to meet the needs of users
- ✓ Run privacy, security and functionality tests to ensure database is running properly
- ✓ Resolve bugs and bottlenecks as they arise
- ✓ Ensure that data is properly secured and mastermind recovery processes in the event of emergency
- ✓ Create code patches and updates for database as needed
- ✓ Work with other departments to ensure their data needs are being properly met

## Qualifications & Skills

- ✓ Bachelor's degree in computer science or related field
- ✓ 2 or more years experience working as a database administrator
- ✓ Strong attention to detail and ability to quickly identify errors in code
- ✓ Creative problem solver and able to find solutions to user problems
- ✓ Team player who is able to understand and accommodate the needs of others
- ✓ Proficient knowledge of database systems and security best practices



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# Information Security



Silicon Valley Associates  
Recruitment

## Job Description Example

Information Security Analysts are the backbone of security in your business. They take care of planning and carrying out security features to protect the business' computer networks and systems. It is important for companies and organizations to keep their online activities safe, as a loophole in the system can cause information to be stolen and cause much damage to the company and its reputation. Information Security Analysts come up with disaster recovery plans in case something happens so that the businesses' information can be kept safe. Analysts have to stay up to date with information technology security measures and the latest details on how hackers attack computer systems.

## Responsibilities

- ✓ Prepare reports that take note of security breaches and the extent of the damage caused by these breaches.
- ✓ Install software that is created to protect sensitive information, such as firewalls and data encryption programs.
- ✓ Monitor the company's networks to keep an eye out for any security breaches and investigate it if one does occur.
- ✓ Research the latest in information technology security trends to keep up to date with the subject and use the latest technology to protect information.
- ✓ Develop a security plan for best standards and practices for the company.
- ✓ Conduct frequent testing of simulated cyber attacks to look for vulnerabilities in the computer systems and take care of these before an outside cyber attack.
- ✓ Make recommendations to managers and senior executives about security advancements to best protect the company's systems.
- ✓ Help co-workers when they need to install a new program or learn about security procedures.



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## Qualifications & Skills

- ✓ Information security analysts have to anticipate potential danger in the systems and use their ingenuity to implement new methods to protect the company's systems.
- ✓ Cyber attacks are not easy to spot, so IT specialists have to be aware of any changes in details in the systems.
- ✓ IT specialists should be able to detect and quickly respond to cyber attacks and fix any flaws in the systems.
- ✓ IT specialists should monitor and study computer systems and networks to assess risks and determine how policies can be improved.



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## Job Description Example

A Cyber Security Specialist is an expert in the field of information technology security.

Their job entails providing protection during software development. They work to make sure that networks are safe from external threats like hackers or crackers who want access for malicious purposes.



## Responsibilities

- ✓ Determine security violations and inefficiencies by conducting periodic audits
- ✓ Upgrade our network and infrastructure systems
- ✓ Implement and maintain security controls
- ✓ Identify and solve potential and actual security problems
- ✓ Assess the current situation, evaluating trends and anticipating security requirements
- ✓ Keep users informed by preparing performance reports; communicating system status
- ✓ Maintain quality service by following organization standards
- ✓ Maintain technical knowledge by attending educational workshops
- ✓ Contribute to team effort by accomplishing related results as needed

## Qualifications & Skills

- ✓ Proven work experience as a Cyber Security Specialist or similar role
- ✓ Hands-on experience analyzing high volumes of logs, network data and other attack artifacts
- ✓ Experience with vulnerability scanning solutions
- ✓ Proficiency with antivirus and security software
- ✓ Bachelor's degree in Computer Science, Information Systems, or equivalent education or work experience



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## Job Description Example

Our IT team seeks an IT auditor who can assist with risk assessment and risk management of our IT systems.

This includes our client, server, telecommunications systems, and auditing and assessing our technological innovation procedures and enterprise architecture. The IT auditor's role is to conduct audit review procedures and evaluate the company's technological infrastructure.



## Responsibilities

- ✓ Oversee the internal control of our audit review procedures and processes.
- ✓ Work closely with other members of the auditing team, including a senior auditor, junior auditor, and external auditor.
- ✓ Review security systems and procedures for potential opportunities for future security breaches and provide information security analysis.
- ✓ Provide multiple types of audits and internal auditing. Including technological innovation process auditors, innovative comparison audits, technological audits, systems and application audits, and management of IT and enterprise architecture audits.
- ✓ Review client, server, and telecommunication systems as well as general operating procedures.
- ✓ Work closely with an audit manager to generate an audit report based on audit findings for the management team.
- ✓ Follow internal audit procedures set by the audit manager.



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## Qualifications & Skills

- ✓ CISA certification (certified information systems auditor).
- ✓ Bachelor's degree in Information Technology.
- ✓ Previous work experience in an IT role.
- ✓ Computer security skills, security risk management skills, data analysis skills are preferred.
- ✓ Ability to use data analysis tools like ACL, MS Excel, Tableau, and SAS.
- ✓ Ability to follow internal audit standards including SOX, MAR, COSO, and COBIT.



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# IT Administration

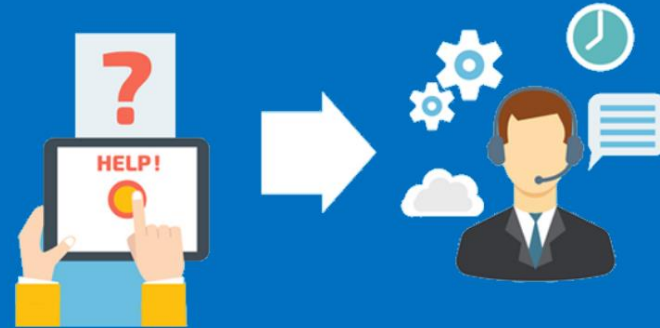


Silicon Valley Associates  
Recruitment



## Job Description Example

This position will provide support to the IT department by providing technical assistance for all aspects of a large enterprise. This includes configuration, installation and troubleshooting systems; maintaining database backup/recovery procedures for data storage devices; resolving issues with databases or other related software applications; assistance in maintaining system configuration files including but not limited to network management tools, firewalls, etc. The individual in this position may also be required to perform various tasks such as troubleshooting hardware problems, installing new servers, updating existing ones, upgrading old computers, performing maintenance on older machines and supporting critical infrastructure.



## Responsibilities

- ✓ Review and maintain system configuration, maintenance and upgrades for new systems or enhancements as needed.
- ✓ Analyze issues with existing systems to identify problems and recommend solutions that are appropriate to the situation.
- ✓ Perform other duties as assigned.

## Qualifications & Skills

- ✓ Bachelor's degree in computer science, information systems or related field
- ✓ Minimum of 5 years of experience as a technical support technician with an emphasis on IT support and/or software engineering preferred but not required
- ✓ Experience working with Microsoft Office Suite
- ✓ Ability to work independently while maintaining confidentiality for sensitive information
- ✓ Strong communication skills, both written and verbal



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## Job Description Example

We are looking for an IT Operations Manager to oversee our company's hardware, software and computer networks. IT Operations Manager responsibilities include monitoring network infrastructure and resolving system issues. You need to have experience with IT performance management, network administration and system security. If you're also familiar with data protection regulations and able to juggle multiple projects, we'd like to meet you. Ultimately, you'll ensure our IT systems are secure, consistent and reliable.

## Responsibilities

- ✓ Maintain and optimize local company networks and servers
- ✓ Be responsible for device and password management
- ✓ Oversee data backup and system security operations (e.g. user authorization, firewalls)
- ✓ Manage installations, upgrades and configurations of hardware and software
- ✓ Assess system performance and recommend improvements
- ✓ Resolve issues escalated by technicians and engineers
- ✓ Ensure data is handled, transferred or processed according to legal and company guidelines
- ✓ Provide support and guidance to stakeholders via help desk



- ✓ Control costs and budgets regarding IT systems
- ✓ Manage contracts with vendors (e.g. development platforms, telecommunication companies, password managers) and software licenses
- ✓ Develop IT policies and practices



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## Qualifications & Skills

- ✓ Proven experience as IT Operations Manager
- ✓ Experience with system installation, configuration and analysis
- ✓ Thorough knowledge of networks and cloud computing
- ✓ Knowledge of data protection operations and legislation (e.g. GDPR)
- ✓ Leadership and organizational skills
- ✓ Ability to manage multiple projects
- ✓ Outstanding communication skills
- ✓ Problem-solving aptitude
- ✓ BSc/BA in Computer Science, IT or relevant field



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# Business Intelligence and Big Data



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## Job Description Example

Our fast-growing company needs an advanced business intelligence analyst to help our team make the best decisions. The ideal candidate will create data systems that empower other employees to gain insight from the data and make better decisions. The business intelligence analyst will create dashboards and analytic reports that will help everyone across the company make decisions that will benefit the company for a long time. The right candidate will be dedicated to researching and ensuring that the data that the company has on file is accurate.



## Responsibilities

- ✓ Develop analysis reports on market trends
- ✓ Create business requirements for business intelligence reports
- ✓ Develop company metrics for the sales team to meet
- ✓ Collaborate with clients
- ✓ Research potential problem areas
- ✓ Perform advanced analysis

## Qualifications & Skills

- ✓ Great research skills
- ✓ Great computer skills including Microsoft Office
- ✓ Great presentation skills
- ✓ Strong attention to detail
- ✓ Excellent problem solving skills
- ✓ Ability to work in a team



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## Job Description Example

Our financial services company is searching for an IT Business Analyst that will develop and implement functional and cost-effective IT systems for the benefit of our organization. We are especially interested in hiring an individual with a combination of IT and business administration skills. A great part of your job duties will include communication with managers and IT department in regards to the application of IT systems and hardware tools. If you are a highly analytical mind with excellent and up-to-date knowledge on current and new I.T systems and methodologies, we would love to hear from you.

## Responsibilities

- ✓ Collect data from department managers regarding system needs and development
- ✓ Collaborate with application managers and developers to ensure that each task is fulfilling a certain requirement
- ✓ Check, test and suggest new solutions for improving our I.T software and hardware systems
- ✓ Generate A/B testing modes to derive data from testing trials
- ✓ Connect multiple systems and merge the needs of different departments
- ✓ Stay updated in regards to new IT technologies that are faster and more cost-effective



## Qualifications & Skills

- ✓ BS Degree in IT, Software Development, Computer Engineering or similar field
- ✓ 3+ years in supervisory IT position
- ✓ Great knowledge of SQL, SharePoint, and/or BPM tools
- ✓ Experience in project management preferred
- ✓ Excellent analytical and problem-solving skills
- ✓ Solid knowledge of business strategy and procedures



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## Job Description Example

An influential and dynamic business is in need of a data analyst to provide analytical support to team members of the company. This position involves data analysis, performance monitoring, process reviewing, operational planning, and thorough reporting to relevant individuals. Strong communication skills are a must to provide guidance across reporting and data. The ideal candidate will be someone who thrives in a fast paced environment with a strong drive to learn new skills and discover high potential. Applicants should possess a bachelor's degree and extensive relevant experience.



## Responsibilities

- ✓ Consult with internal team members to help make data driven decisions
- ✓ Analyze raw log files and clickstream datasets
- ✓ Improve programs purposed for collecting, cleaning, and analyzing data
- ✓ Improve programs purposed for collecting, cleaning, and analyzing data
- ✓ Create visualizations for audience metrics
- ✓ Create time series modeling and forecasting

## Qualifications & Skills

- ✓ Proficient in data analysis using SQL
- ✓ Experience in creating data visualizations
- ✓ Experience in analyzing A/B split test results and experiments
- ✓ Thorough knowledge of statistics and program learning
- ✓ Clear communication and reporting skills
- ✓ Strong commercial acumen



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## Job Description Example

Our fast-growing startup is looking for an experienced data scientist to support the product and engineering team through data mining and modeling. You will be tasked with finding creative ways to collect customer insights and other data that helps guide and support business initiatives. The ideal candidate for this role has a collaborative and analytical mindset and is excited about finding creative ways to analyze data. You should have a bachelor's degree in computer science, mathematics or a related field and previous experience in a data science role.



## Responsibilities

- ✓ Work with other teams within the company to determine how to gather or interpret data in ways that will assist them
- ✓ Create statistical learning models to analyze data
- ✓ Develop programs to gather and interpret data
- ✓ Build predictive data models based on company trends
- ✓ Develop dashboards that employees can use to access key data
- ✓ Ensure that all data is gathered under compliance with data laws and company policies

## Qualifications & Skills

- ✓ Bachelor's degree in computer science or related field
- ✓ Previous experience in data analysis, statistical analysis or data mining
- ✓ Proficient knowledge of programming languages, particularly SQL and Python
- ✓ Superior analytical thinking skills and creative problem solving abilities
- ✓ Ability to work well individually and as part of a team
- ✓ Skilled at interpreting raw data and presenting it in a way that others can understand



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## Job Description Example

The data engineer will be responsible for the development and implementation of data architectures, including a variety of in-depth analysis to support business requirements. The person in this role is also responsible for developing new technologies that improve our ability to analyze complex data sets using machine learning techniques. In addition, the individual in this position may provide technical assistance with other projects as needed. We are looking for someone who can work independently on large scale projects while maintaining high quality standards at all times.



## Responsibilities

- ✓ Develop and maintain data architectures for the BI platform.
- ✓ Develop, implement and support new business models to improve performance of existing systems in order to meet customer needs.
- ✓ Analyze data from various sources, including databases, database schemas, user interfaces, etc.
- ✓ Develop reports on data quality issues that are relevant to the business.
- ✓ Work with other teams across the organization to ensure all data is being used correctly at all times.

## Qualifications & Skills

- ✓ Bachelor's degree in computer science, information systems or related field
- ✓ 5+ years of experience with data analysis and/or modeling tools (eg: XML, RDBMS)
- ✓ Experience with the use case design for large scale data sets
- ✓ Ability to develop complex models using Microsoft Excel
- ✓ Strong understanding of data architecture principles



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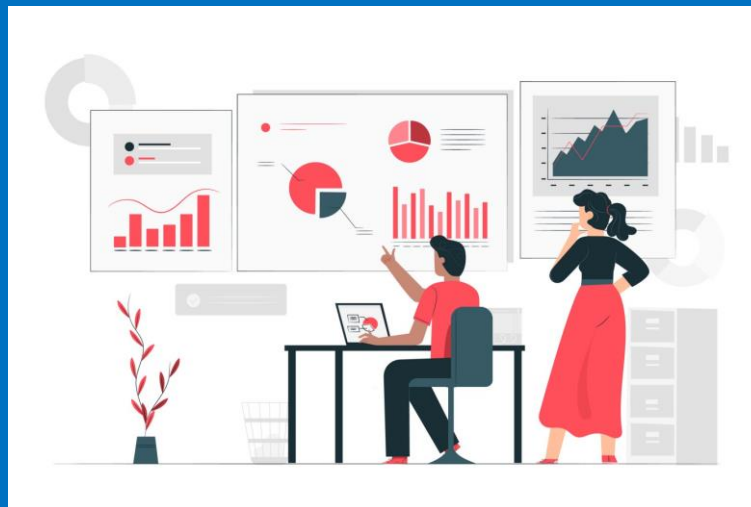
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## Job Description Example

We are seeking a data modeler to join our team of data scientists. You will work with data architects to design and implement our data infrastructure for our new headquarters. You will be responsible for creating and maintaining data models for our databases, developing scripts for data cleansing, and developing tools to automate data entry. This will be an excellent opportunity for you to learn more about our company and our industry.



## Responsibilities

- ✓ Work with the business intelligence team to gather requirements for the database design and model
- ✓ Understand the data needs of the company or client
- ✓ Collaborate with the development team to design and build the database model
- ✓ Engage the development team to implement the database
- ✓ Determine the business needs for data reporting requirements
- ✓ Adjust access to the data and the reports as needed
- ✓ Work closely with the development team to implement data warehouse and reporting
- ✓ Understand the company's data migration needs
- ✓ Work with the development team to implement the migration
- ✓ Work with data scientists to determine metadata querying requirements
- ✓ Help to implement the querying
- ✓ Help determine and manage data cleaning requirements
- ✓ Help determine data security needs and implement security solutions



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## Qualifications & Skills

- ✓ Knowledge of relational databases and data architecture computer systems, including SQL
- ✓ Familiarity with or a bachelor's degree in computer science, data science, information technology, or data modeling
- ✓ Knowledge of ER modeling, big data, enterprise data, and physical data models
- ✓ Familiarity with data modeling software such as SAP PowerDesigner, Microsoft Visio, or erwin Data Modeler
- ✓ Excellent presentation, communication, and organizational skills
- ✓ Strong attention to detail
- ✓ Ability to work in a fast-paced environment
- ✓ Ability to work both independently and as part of a team



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# Sales



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Recruitment

## Job Description Example

Our company is in need of a Sales Director to join our team in growing and exceeding our sales goals. The ideal candidate will have ample experience in a sales director position with the advantage of a bachelor's degree in business, communications, marketing or a related field. Expertise in sales is mandatory in order to identify opportunities for improvement and to act upon those opportunities through strategic planning and implementation. Excellent communication skills are a must as our brand has a customer focus that builds upon strong public relations.

## Responsibilities

- ✓ Overseeing the recruitment process including continuous training the sales team
- ✓ Setting sales goals and performance feedback and adjusting sales goals as needed
- ✓ Identifying opportunities for sales improvement and creating and implementing strategies based on these opportunities
- ✓ Analyzing sales reports and providing detailed and accurate sales forecasts
- ✓ Fostering a positive and collaborative team environment at all times
- ✓ Meeting with clients, prospects, suppliers and other relevant bodies to build strong and successful relationships

## SALES DIRECTOR ROLE



## Qualifications & Skills

- ✓ Must have a bachelor's degree in business, communications, marketing or a related field
- ✓ Minimum 5 years experience in a sales director position
- ✓ Excellent verbal and written communication skills
- ✓ Strong leadership and tenacity
- ✓ Proven ability to meet and exceed sales goals
- ✓ Good analytical and problem solving skills with a customer focus



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## Job Description Example

Our fast-growing company is looking for an experience business development manager to ensure that our sales and business development team can continue on the right path. The ideal candidate will have incredible analytical and interpersonal skills to manage and grow our company's sales. The business development team needs a leader to create new ideas and break into new markets so that the company can continue to grow its revenue streams. The right candidate will be able to lead the business development team into the future and create a plan where everyone on the team can succeed.

## Responsibilities

- ✓ Create business plans and sales strategies
- ✓ Prospect and create new leads
- ✓ Build relationships with key decision makers
- ✓ Motivate the business development team to meet its goals
- ✓ Understand market trends and future objectives
- ✓ Create key metrics for the business development team



## Qualifications & Skills

- ✓ 5 years of business development experience
- ✓ Great analytical skills
- ✓ Ability to build rapport with customers
- ✓ Ability to solve problems
- ✓ Microsoft Office experience
- ✓ A proven track record with sales



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## Job Description Example

We are looking for a skilled Key Account Manager to oversee the relationship's of the company with its most important clients. You will be responsible for obtaining and maintaining long term key customers by comprehending their requirements. The ideal candidate will be be apt in building strong relationships with strategic customers. You will be able to identify needs and requirements to promote our company's solutions and achieve mutual satisfaction. The goal is to contribute in sustaining and growing our business to achieve long-term success.

## Responsibilities

- ✓ Develop trust relationships with a portfolio of major clients to ensure they do not turn to competition
  - ✓ Acquire a thorough understanding of key customer needs and requirements
  - ✓ Expand the relationships with existing customers by continuously proposing solutions that meet their objectives
  - ✓ Ensure the correct products and services are delivered to customers in a timely manner
  - ✓ Serve as the link of communication between key customers and internal teams
  - ✓ Resolve any issues and problems faced by customers and deal with complaints to maintain trust
- ✓ Play an integral part in generating new sales that will turn into long-lasting relationships
  - ✓ Prepare regular reports of progress and forecasts to internal and external stakeholders using key account metrics



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## Qualifications & Skills

- ✓ Proven experience as key account manager
- ✓ Experience in sales and providing solutions based on customer needs
- ✓ Strong communication and interpersonal skills with aptitude in building relationships with professionals of all organizational levels
- ✓ Excellent organizational skills
- ✓ Ability in problem-solving and negotiation
- ✓ BSc/BA in business administration, sales or relevant field



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# Marketing



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Recruitment

## Job Description Example

A technology startup is seeking an innovative and driven Chief Marketing Officer to develop a marketing strategy for the company. The ideal candidate is an analytical and creative individual with a penchant for leading teams. You will be responsible for overseeing the development and implementation of marketing strategies to support the organization's goals. This is a dynamic role which requires strong leadership skills, knowledge of industry trends, and the ability to think outside the box. If you have a proven history of managing successful marketing campaigns and excellent leadership skills, this could be the perfect opportunity for you!

## Responsibilities

- ✓ Develop a marketing strategy and budget for the company
- ✓ Oversee the implementation and management of the marketing strategy
- ✓ Set annual and quarterly goals for the organization and marketing department
- ✓ Collaborate with other teams to find creative ways to meet organizational goals
- ✓ Stay up to date on industry trends and identify ways to position the company to stand out
- ✓ Study audience insights, coordinate market research projects and understand the customer's journey in order to create targeted marketing campaigns



## Qualifications & Skills

- ✓ BA or BS in Marketing or Business
- ✓ 10+ years of leadership experience
- ✓ A creative, analytical, and data-driven mindset
- ✓ Proven experience in executing marketing, advertising, and public relations campaigns
- ✓ Exceptional communication skills
- ✓ Ability to motivate and manage teams



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## Job Description Example

Our fast-developing marketing firm is seeking to hire a competent and reliable Marketing Director to oversee all of our marketing procedures and client campaigns.

The job duties involve setting strategic plans to boost our firm's brand and exposure in the market, ensuring prompt execution of projects based on client demands and deadlines, and collaboration with our company's marketing personnel in handling communication crisis. If you are an experienced marketing expert with the ability to generate robust marketing policies that contribute to the profitability of our company, we would love to hear from you.

### Responsibilities

- ✓ Set and execute detailed marketing policies and procedures to be followed by our team
- ✓ Supervise marketing personnel and officer guidance and valuable feedback for boosting performance
- ✓ Brainstorm ideas for promotional/advertising events
- ✓ Oversee all media communications and ensure that the firm gains the exposure it deserves
- ✓ Carry out general market research to identify new trends in media and consumer behavior
- ✓ Arrange budgets and distribute resources among projects in a cost-efficient manner

### Qualifications & Skills

- ✓ Bachelor's Degree in Marketing, Business Administration, or related field
- ✓ Professional Chartered Marketer Certification is a big plus
- ✓ Great knowledge on Google Analytics, Trends, and WebTrends
- ✓ Excellent MS Office Skills
- ✓ Excellent organizational and leadership skills
- ✓ Past experience in marketing management/director positions will be considered a big advantage



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## Job Description Example

Are you a zealous and ambitious professional with proven knowledge on marketing procedures? Do you have a drive to help our clients reach their goals with personalized promo campaigns? If YES, we are looking for someone like you. Our inbound marketing firm is looking to hire someone that will join our team as a Marketing Manager. Your primary duties will include the generation of marketing strategies to promote our firm, overseeing the content used in multiple online channels e.g PPC ads and keeping track of our monthly budget through the appropriate allocation of sources. If you think you can achieve all of this, feel free to send us your details.



## Responsibilities

- ✓ Generate strategies for the best possible promotion of our firm
- ✓ Oversee content posted across various online channels e.g PPC Ads and social media posts
- ✓ Identify loopholes in our current marketing campaigns and offer solutions to fix these
- ✓ Set and control our monthly budget through the appropriate allocation of resources
- ✓ Research consumer behavior and edit ad campaigns based on that
- ✓ Organize promotional events at relevant merchant shows and other spaces

## Qualifications & Skills

- ✓ Bachelor's In Marketing, Communications or other relevant field
- ✓ Strong Knowledge of Google Analytics, Google Adwords, Google Trends, and Webtrends
- ✓ Strong MS Office Skills
- ✓ Great math skills and confidence in comprehending numbers and figures
- ✓ 5+ years of experience in a leading management position e.g Marketing Manager Assistant or Marketing Director
- ✓ HubSpot and SalesFusion360 Suite certification will be considered a huge plus



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# Employers Blog

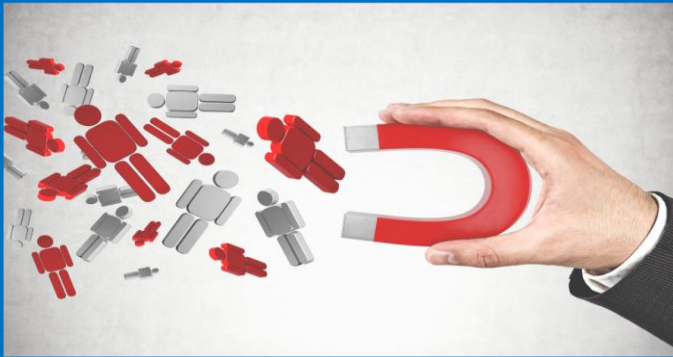


Silicon Valley Associates  
Recruitment

## How to Consistently Attract IT Talents

With the intense competition for skilled tech talent, a few companies are holding off their IT recruitment or given up on attracting IT Talents to their organization. According to a survey, most employers and IT recruiters in 2020 took up 69 days on average to fill a tech role.

One of Silicon Valley Associates Recruitment's clients, an accounting firm, just finished hiring through us for a range of difficult IT positions (such as application development, data analytics, cybersecurity, and cloud engineering). With a 48-day average completion, from job posting up to the onboarding date.



[Attracting IT Talent to your company](#) doesn't have to be so tough. We have reconnected with some of our long-standing clients who seem to attract top tech talent effortlessly and find out the secrets of organizations to building up an alluring IT recruiting process with shared tips and strategies on how to create consistent, inbound IT talents:

### 1. Always Be Hiring

'How to attract top tech talent to your company?', we asked the client. The CIO responds, "If an exceptional Engineer approaches HR, or an IT employee offers a great referral, we go ahead and hire them even when we don't have a role that we're shopping, We build roles around people; we don't put people in roles."

So, start acquiring exceptional talent even without an open position. Become a company that doesn't put people in roles unless they have a great fit.

### 2. Press the Hot Buttons

How do you attract IT talent? We asked another client. "People are looking to be part of something," the IT Department leader replies. "We may not pay the highest on an IT salary chart, but we have talent that's always reaching out because it's the overall package that attracts them — the pay, the benefits, the respect, the engagement, and feeling part of something big."

Based on a recent survey of our candidate network, SVA Recruitment can report back that many tech workers are still primarily looking for higher pay (61%), as they feel underpaid in their current jobs.



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Other frequent considerations include career advancement (47%), interesting work/projects (38%), and personal fulfillment, such as a purpose or mission.

Of the candidates who were not looking and felt they were already working in organizations run by great leaders and managers, particular retention factors included the chance to keep working with the latest technologies, a clear career path, values of excellence, and feeling respected and acknowledged.

### 3. Hire outstanding talent to attract more outstanding talents



“There are other creative ways to attract talent”. A recent client who hired a candidate through SVA Recruitment ended up with eight additional quality employees on their IT team as the original candidate we introduced ended up introducing all his best referrals.

“Mission, culture, and taking care of that employee helped sell us to many others in the market,” the client told us.

So one successful hire of a great candidate can often lead to many more following and joining your organization.

### 4. Inclusive leaders attract diverse teams

The same hiring cycle we found also applies to diversity and inclusion in the workforce.

One of our clients back in 2019 set out and had a difficult time hiring their first female in the Tech team, as an IT Director no less, before an introduction by Silicon Valley Associates to the right candidate.

We checked back in this month to find that today, in 2021, about 40% of its IT workforce is now female!

“People like to see people who look like them, and that has made a difference” the IT Director commented.



The number of professionals looking for a more diverse workplace has in general doubled in the last year.

### 5. Consider contractors

Finally, some of the best talent gains by some of our clients were made through contract engagements. Some of them work out so well that they ask to stay after working with the group for a long time.



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## Strategies to Widen your IT Talent Pipeline

Companies are reassessing their recruitment tactics to be certain they get to candidates beyond the conventional approach of hiring.

The Tech Industry has been hiring new candidates typically through colleges and universities, roughly restricting the access to potential IT talent for reasons that not everyone is capable of attaining college, and most competent candidates have already bygone their college years.

With this limited range for recruitment, companies may be overlooking a lot of skilled and competent applicants who weren't being reached by the existing recruitment strategies imposed by these organizations.



Research by Harvard Business School reports Employers will often pay anywhere from 11% to 30% more for candidates with a college degree, yet

employers also report that “non-graduates with experience perform nearly or equally well on critical dimensions like time to reach full productivity, time to promotion, level of productivity, or amount of oversight required.”

An under-qualified applicant who's willing to learn and be trained on the job can have the same impact as an applicant with a college degree, with relevant programs, seminars, and workshops for understated youth with possibilities and opportunities in IT Industry.

Most times, there are also candidates who are more skilled and experienced who haven't been employed in a while, who can be trained more to fulfill existing business needs.

Here are some ways for your company can reevaluate your recruitment strategies that can reach a wider range of manpower, and make more opportunities for unnoticed candidates:

### 1. Internal Training Programs

Companies should not always hire new talents and expect that they meet the skillset your company is searching for. But if you would just look within at the diverse teams that your company already has, you will realize that you may have many skilled and experienced employees who are also keen to learn and develop new skills and capabilities through workshops, certifications, and other educational means. Consult and communicate with them first to see if anyone's willing to be trained so you can know who to transfer to IT.



Retraining your employees is a significant process to catch up on the breach in skills of your company's organization and value internal talent



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## 2. Apprenticeships

This program integrates actual work experience with exceptionally designed training, aimed at bringing in talented, young adults who aspire to work in the technology industry. Apprentices get to be paid during the work and training (“earn while they learn”), different from internships which only offer college credit. Apprenticeships are sponsored by companies, as they acquire more experience, their salary increases at the same time. This program opens the talent pool to candidates outside of the traditional hiring pipeline.

Candidates are typically enrolled in community college programs, or they might already have a four-year degree in a non-technical field and want to

change career paths without taking on more debt in another four-year program.

Candidates in these programs are trained how to traverse corporate environments alongside the skills and knowledge that they should fulfill for their jobs. These kinds of programs can produce networking opportunities for candidates by mentoring those who have finished the program and arrange meetings with partners.

## 3. Returnships

Returnships are dedicated to giving opportunities to more experienced, senior workers who went on a career break and now looking to go back to the professional world.

These candidates may have substantial work background, but employers might overlook their resumes because of the employment interval, and new technologies and current skill trends may be overwhelming for them since those weren't job requirements a decade ago. Going back into the IT industry can be especially intimidating due to the pace of change. These programs validate the experiences that these candidates have- they just require extra months of seminars and training to get them worked up.

Here's how this works: Candidates will undergo a six-month program wherein they will have the training, seminar, mentorship, and real job experience. This might hopefully lead to an opportunity for a job offer once the training is complete.



In Asia, most of these programs involve women as they are the ones who need more time off to raise children and their families. This situation is more likely to increase in the coming years as this pandemic is increasing the number of people who are losing their jobs because of more duties and responsibilities required at home and at work, therefore many women are being forced to leave their jobs.



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Some returnship programs offered have the specific objective of helping women return back into the tech industry.

Candidates will begin one week of engaging training. Afterward, these candidates will start working full time with the positions they applied for, which involves project management, networking, engineering, technical project oversight, and the technology training team. The benefits of the returnship program are redefining conveyable skills and especially providing women the opportunity to return to the industry after taking a break from their careers.

#### 4. Specialized IT Recruiters & Head Hunters

You cannot find the best candidates usually because not all of them are looking for a new job. He or she is probably busy doing great work at a competitor and being well looked after by their employer. Specialized Recruiters and firms label these folks as 'passive talent'; and they may take a longer time to find.



Recruiters have the time and means to find this talent and are already likely communicating with those individuals about their external options if the need arises.

A specialized recruiter likely knows these candidates, how to contact them, and how to motivate them.

Recruiters find candidates that HR and hiring managers can't normally find themselves. And so they must be considered an important source for your company's strategic Talent Pipelining.

SVA Recruitment is ideally positioned to support the continual demand for IT talents in the tech companies and looking to hire in Hong Kong, Asia, and Worldwide. Please let us know if you would further advise on the above topic or your hiring needs



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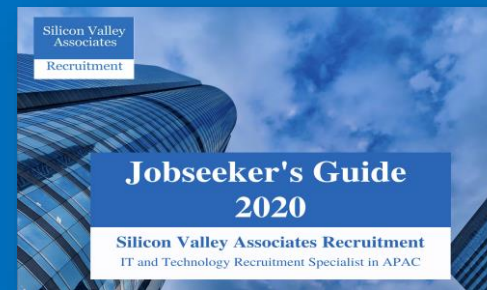
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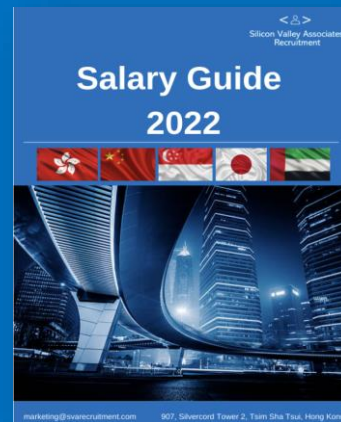
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