**Header:** “Your Logo Here” .png

Job Description Manager

**Subhead:** The Ultimate Job Simplifying Tool

**Para:** Good morning %%FIRSTNAME%%,

Did you know that experts recommend you review and update your company’s job descriptions frequently? Experts say that this should be done once a year, at the very minimum, with other circumstances calling for updates more frequently. Poorly written or out-of-date job descriptions can be detrimental to your hiring and recruiting process and put your company at risk, and cookie-cutter descriptions aren’t sufficient. According to Tracy McCarthy, Senior VP of HR at SilkRoad, “Having a bad job description is worse than [having] none at all” (SHRM).

With that said, when was the last time you reviewed and updated your company’s job descriptions? You’re probably thinking: How in the world am I going to find time for that with so many other more time-sensitive priorities on my plate? With HR Hero’s Job Description Manager tool, real-world job descriptions are just a download away! Benefits include:

* Expanded library: Access nearly 2,000 job descriptions from the Department of Labor’s (DOL) O\*NET(tm) online database and job descriptions written by our inhouse legal experts.
* More ways to create: Upload your own, use ours, select from O\*NET’s expanded library, or start from scratch—your job descriptions can be customized the way you want them.
* Easy to use: An intuitive, innovative way to create, edit, approve, distribute, and store job descriptions for your entire organization in one place.
* Share and download: Easily share job descriptions with key stakeholders across your organization. Export one or multiple job descriptions, then print or e-mail them—the choice is yours!
* Accessible: Access your job description library anytime from anywhere. Manage your job descriptions online without any software downloads.
* Review and approve: Create unlimited reviewer groups specific to your organization’s needs that you can use to get final approval quickly and easily.

So, what are you waiting for? Schedule time with a solutions specialist, who can show you the tool live, so you can get started reviewing and leveling up your company’s job descriptions.

\*Add button “Get Started” and insert JDM URL here