



**~ Job Posting Policy ~**

The job posting option on the Jacksonville-Onslow-Lejeune Chapter website has been established to attract candidates for open administrative professional positions. The intent of providing this service is to facilitate the continuing development of the administrative professionals' community throughout the Onslow County area. Please read the following conditions and return this signed agreement with payment and your job posting.

- At this time, the job posting service is for administrative professional positions only as determined by our Chapter.
- Postings must represent actual current job openings.
- Positions will be posted within three (3) business days.
- Postings will be retained online for a period of 30 days unless you inform our Chapter that the position has been filled.
- The information you submit for the job posting will be entered as submitted unless we identify an error.
- It is requested that the employer always be identified. All information regarding a job posting is subject to verification.
- Any misrepresentation of a position posted and/or the employer will result in immediate removal of the posting and will disqualify the individual/employer from further participation in the posting service.
- Position posting confidentiality cannot always be maintained.

This signed form must accompany the job posting. **Please send this information to:**

**JOL  
Attn: Job Listings  
P.O. Box 487, Jacksonville, NC 28541  
Or fax to: (910) 353-0986**

*REMOVE/CHANGE A POSITION OR QUESTIONS?*

E-mail Alana Daniels at [Alana@theadminoffice.com](mailto:Alana@theadminoffice.com) or call 910-353-0986.

***AGREEMENT***

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Position Posting: \_\_\_\_\_

Are you a member of Jacksonville-Onslow-Lejeune Chapter – IAAP®?    Yes    No

I agree with the posting policy documented above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_