**Job Bank**

**Submission Guidelines:**

Please submit the job announcement in either Word (.doc) or PDF format to the WIL Job Bank Coordinator. Please note that the document itself should include all relevant information, including contact information.

A typical job announcement will include most of the following elements. *Required* elements are indicated below by a star:

* Company name (either employer or recruiter) *required*
* Company logo
* Job title *required*
* Geographical location
* Salary range
* Job description *required*
* Qualification requirements (education, experience) *required*
* Company website URL
* Contact information (at least one of the following: telephone, fax, postal address, email) *required*

All inquiries or submissions can be sent to [womeninlogistics@gmail.com](mailto:womeninlogistics@gmail.com) or to Katie Rueland [ops@downetc.com](mailto:)