

Handicaps Welfare Association		
Job Description Form		
Name of Company		
Company Address		
Contact Person / Designation		
Contact No.		Email
Job Title		No. of vacancies
Job Industry		
Job Qualification		
Job Classification (e.g. Executive, Non-executive)		
Experience/Skills Competency required (e.g. Microsoft Word, Excel)		
Assignment	Internship/Full Time/Part-time/Home-based/Ad-hoc	
Shift work		
Working hours		
Work Area	South West/North West/Central/North East/South East	
Job Location		
Accessibility of the office and its surrounding (e.g. transport, disabled-friendly toilets, ramps)		
Job Description		
Job Opening Period		
Salary		
Remarks		