



Career Opportunities submission guidelines for SWWA website

The Saskatchewan Water and Wastewater Association can post new career opportunities within your organization on the SWWA website Careers and Job postings page.

The cost for is \$50.00 plus applicable GST for each listing.

Career opportunities are posted for a maximum of 30 days. Job postings that have an “open” closing date will be removed at that time. If you wish to extend the posting time, it is your responsibility to make the arrangements with the SWWA office within the 30 day time period to have the position posted again. If the SWWA office has been notified, the job will be posted again with no additional fee.

There are a few guidelines to follow to help us get the posting on the website as quickly as possible.

- Provide necessary information including:
 - Company/Organization name and location
 - Job Title
 - Job Description
 - Closing date for application
 - How to apply for the position
- Contact information, in case we need more information for posting the position to the website
- The information can be submitted as a Microsoft Word document, PDF document, Corel WordPerfect document, or **most** other common formats, including simple text or email. You should avoid sending documents in image formats such as TIF or BMP (often created by scanning a document.) Please note that PDF documents created with a scanner are not generally acceptable, PDF documents created by other means are.
- Include your organization's logo if possible

You can submit your job posting by contacting the SWWA office.

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