

## Classified & Jobs

Interested in advertising a classified or job ad on the OTA website?

With the new website, the search functionality works in your favour. Potential applicants can now filter by keywords and location. A summary of your job ad is displayed on the main [Classified & Jobs web page](#) which can then be expanded by clicking the heading to view the full job ad.

Here are the steps required to advertise with us.

1. Complete the [advertising booking form](#). You will need to complete three sections:
  - a) **Section A** - Organisation Contact Details
  - b) **Section B** - Classified & Jobs – OTA Website
  - c) **Section C** - Payment.
2. Provide a company logo.
3. Provide content on a word document. Please ensure your content includes the following:
  - a) 100 word summary for [main job page](#) (this summary then shows at the top of your individual listing page so you don't need to repeat it in the full job ad)
  - b) Full job ad (up to 800 words)
  - c) Contact details for applications (phone number and/or email, company url, company address)
  - d) A url linking back to main website or employment opportunity
  - e) Closing date (up to 6 weeks duration)

Once you have all the relevant documents ready please send them through to [advertising@otaus.com.au](mailto:advertising@otaus.com.au)

Job ads are usually live within 1 business day however please allow 3 business days to avoid any disappointment.

Should you have any questions before placing your job ad please use the email above.

Many thanks,  
The Business Development Team