

Guide to posting on Singaporetempjob.com

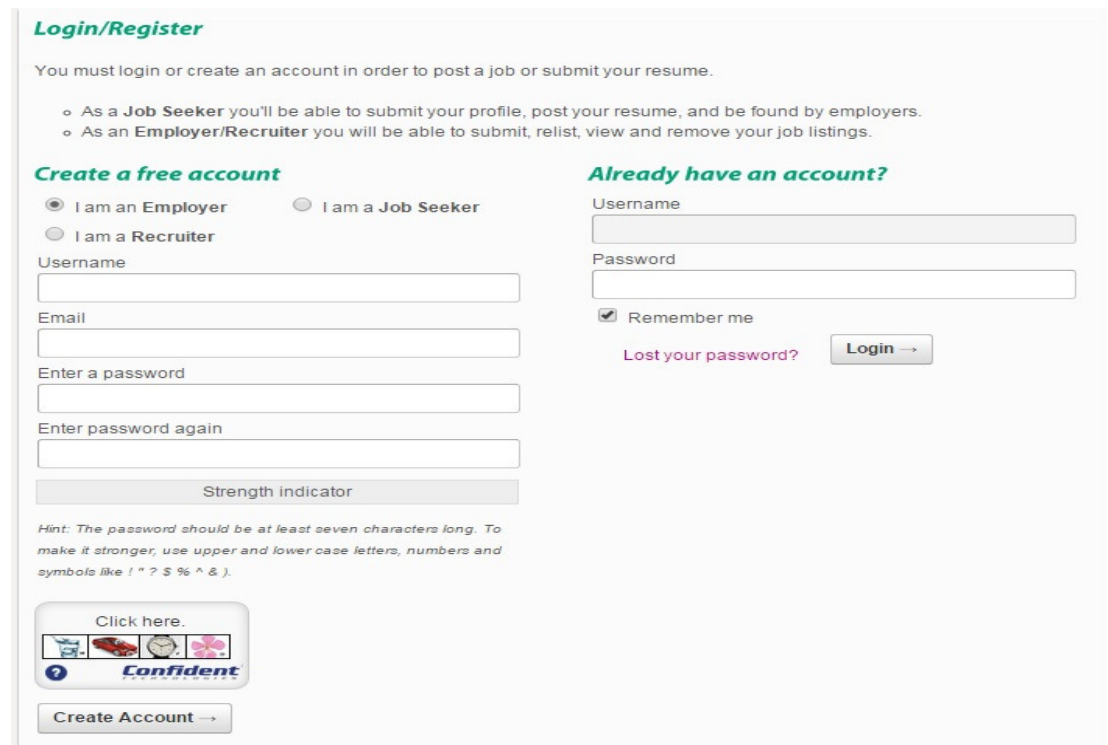
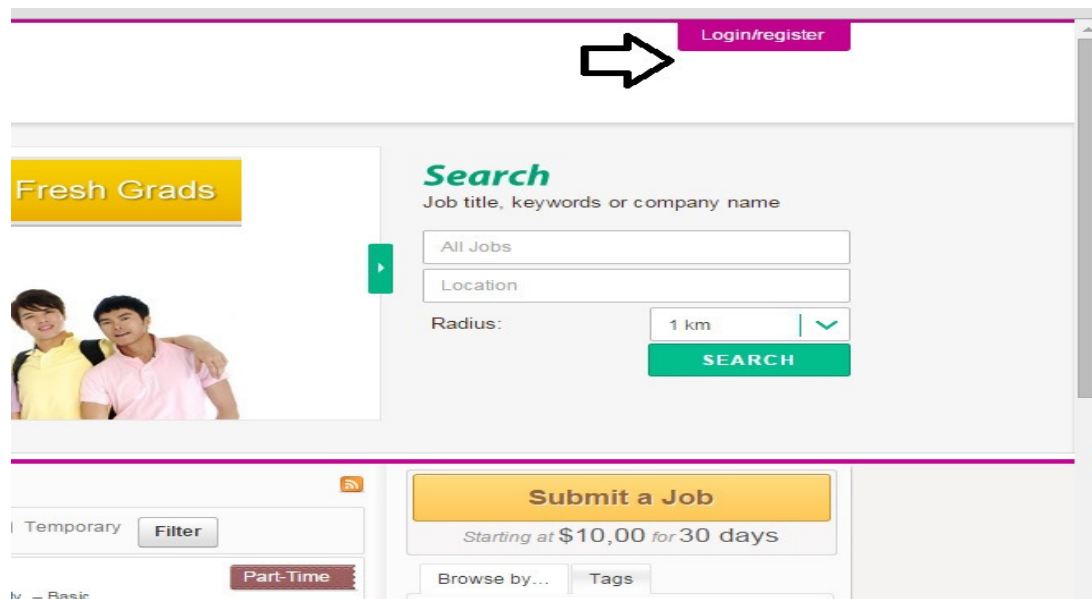
This guide is to assist you in posting and using singaporetempjob.com for job posting.

any enquires may be forwarded to admin@singaporetempjob.com

1. Registration/Login

To start posting you would need to login or register an account first. To do so, click

the [login/register] button on the top right hand corner of the home page.



After you have login, you will be directed to your dashboard, from here you can see your current active job posting, pending job post or job posting which have expired.

This is where you can also edit your job postings.

The image shows two screenshots of the Singaporetempjob.com dashboard. The top screenshot displays the 'Live Jobs' section, which is currently empty. The bottom screenshot displays the 'Ended/Expired Jobs' section, which contains one job listing.

Singaporetempjob.com Home About Us Contact + Dashboard
Temp and Part time jobs in Singapore

All Jobs Location Radius: 1 km SEARCH

EventsMan's Dashboard

Live Pending Ended Job Packs Orders

Live Jobs

No live jobs found.

Submit a Job

Starting at \$10,00 for 30 days

Account Options

- My Dashboard
- View Profile
- Edit Profile
- Browse Resumes
- WordPress Admin
- Log Out

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Live Pending Ended Job Packs Orders

Ended/Expired Jobs

The following jobs have expired or have been ended and are not visible to users.

Job Title	Date Posted	Status	Views	Actions
Education Roadshow Promoter \$7/hr + \$7 Commission	13 Nov 2013	Expired	556	Relist

Submit a Job

Starting at \$10,00 for 30 days

Account Options

- My Dashboard
- View Profile
- Edit Profile
- Browse Resumes
- WordPress Admin
- Log Out

2. Submit Job posting

To submit your job posting, click the [Submit a Job] button on the right side bar.

Company Details

Fill in the company section to provide details of the company listing the job. Leave this section blank to show your display name and profile page link instead.

Your Name/Company Name

Website

No file chosen Logo (.jpg, .gif or .png)

Job Details

Enter details about the job below. Be as descriptive as possible so that potential candidates can find your job listing easily.

Job title *

Job type *

Job Category *

Job Salary

Tags (comma separated)

Job Location

Leave blank if the location of the applicant does not matter e.g. the job involves working from home.

Enter all the necessary details in the respective fields. Fields which has an asterisk are required. Scroll all the way down to the bottom to continue by clicking [next]

Period of Service: 27 July – 30 August
Salary: \$7-8 per hr
Working location: Woodlands/ Tampines

Handle inbound phone calls
Answer enquiries

How to apply
Tell applicants how to apply – they will also be able to email you via the "apply" form on your job listing's page.

B *I* ABC

Whatsapp/SMS 8382 6379 with your "Job Title/ name/address/ highest qualification"

The next screen will allow you to check your posting for any typo or grammatical errors before submission. Then click [next] below.

The screenshot shows the 'Submit a Job' interface. At the top, there's a progress bar with steps: Create account, Enter Job Details (current), Preview, Select Plan, and Pay/Thank You. Below this, a preview of a job listing is shown with the following details:

- Temporary
- Temp Govt Call Centre Officer **EventsMan**
- Singapore/Singapore
- 23 Jul 2015

The job listing's page will contain the following information:

Job description
Period of Service: 27 July – 30 August
Salary: \$7-8 per hr
Working location: Woodlands/ Tampines
Handle inbound phone calls
Answer enquiries

How to apply
Whatsapp/SMS 8382 6379 with your "Job Title/ name/address/ highest qualification"

At the bottom of the preview are 'Go Back' and 'Next' buttons. On the right sidebar, there's a 'Submit a Job' button with the text 'Starting at \$10,00 for 30 days'. Below that is an advertisement for 'Wanna Date Hot Philippine Women Online?' with a 'Join Free Now' button and the website 'www.iDateAsia.com'.

Select the "Post 1 job free" and click "next"

The screenshot shows the 'Post 1 Job : Free' package details. A red banner at the top left says '★ Post 1 Job : Free'. To the right is a 'Buy This Pack!' button with a radio button. Below the banner, the package is described as 'Free For posting one job'. The details are as follows:

- Duration:** usable within 30 days
- Jobs:** 1 Jobs lasting 30 days
- Offers:** None
- Access:** Add/Edit/Delete Jobs

Additional options:

- Feature on Homepage and Listings for 30 days for only \$15,00 more.

You will get a message on the next page that your job has been submitted. however your job posting will only appear after approval by the moderator.

Please refer to the [job posting rules](#).