

Posting a Job Offering

HOW TO: Post a Job

- Go to <u>www.marshfieldchamber.org</u>
- Under the Business Directory go to Job Board



		HOME	ABOUT	BUSINESS DIRECTORY	NEWS & EVENTS	LOBSTERFEST	PROGRAMS
				Contact	ARSHFIELD CON	TACT	
	0			Job Board			
•	Click –	log-in on the	e top r	ight			
		POSTA				LOG IN	
		Marshfield Chamber of Com	merce				
		Local Job Listings					
		Search for career opportuniti	es				
		Q Search by Keyword		Search by Loca	ation 50 Miles	SEARCH	•
		Listings			Job Alerts		
		Filter search criteria			Sign up fo	r job alerts	
		Industry Type	* Employ	ment Type - APP	You'll rece posted.	ve an email when a new job is	
		Clear Filters			Email Ac	dress *	
						SIGN UP	
	0						
•	It will a	sk for your e	e-mail	address			
		Login					
		Please p	rovide y	our email address	to log in.		
		Email Ad	dress			-	
				NEXT			
				Create an accourt	nt		

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- Enter it
- It will take you to the Job Board
- Enter your username and password

Job Board

Username	
MCOCTESTPROFILE	
Password	
Password	•••1
C Remember My Login	
Forgot your password?	

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• Once you are logged in – on the top left you will see "POST A JOB"



Follow	the	instruction

1	2	3
bb Post Details	Post Duration	Payment Detail
Job Title *		
		0/100
Employer *		
		0/150
Employer Website		
Remote		0/150
Address Line 1 *		
		0/250
Address Line 2		
		0/250

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