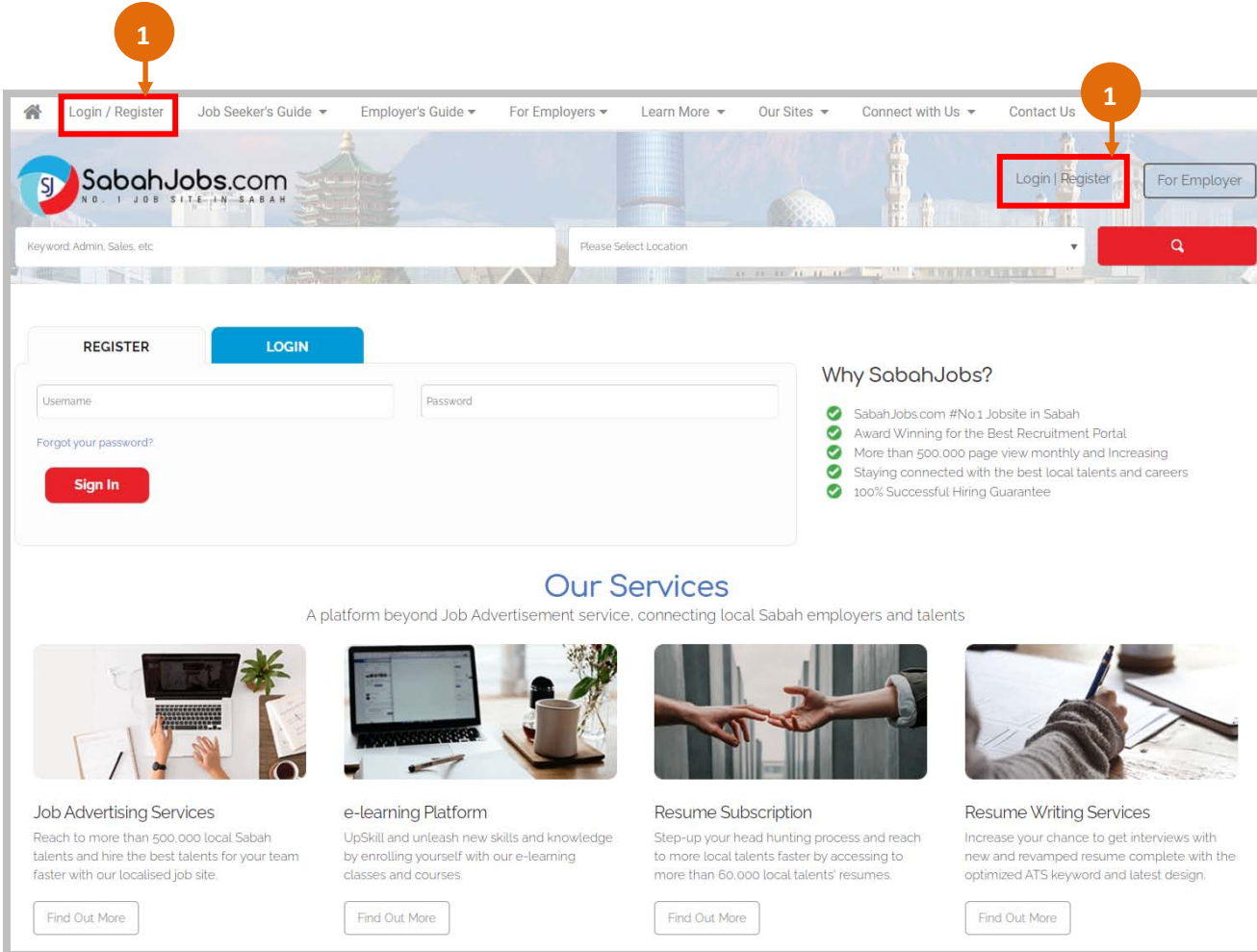


EMPLOYER'S GUIDE

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| EMPLOYER'S LOGIN: *Where to sign-in?*



1

1

Home Login / Register Job Seeker's Guide Employer's Guide For Employers Learn More Our Sites Connect with Us Contact Us

SabahJobs.com NO. 1 JOB SITE IN SABAH

Keyword Admin, Sales, etc. Please Select Location

REGISTER LOGIN

Username Password

Forgot your password?

Sign In

Why SabahJobs?

- ✓ SabahJobs.com #No1 Jobsite in Sabah
- ✓ Award Winning for the Best Recruitment Portal
- ✓ More than 500,000 page view monthly and Increasing
- ✓ Staying connected with the best local talents and careers
- ✓ 100% Successful Hiring Guarantee

Our Services

A platform beyond Job Advertisement service, connecting local Sabah employers and talents

Job Advertising Services
Reach to more than 500,000 local Sabah talents and hire the best talents for your team faster with our localised job site.
Find Out More

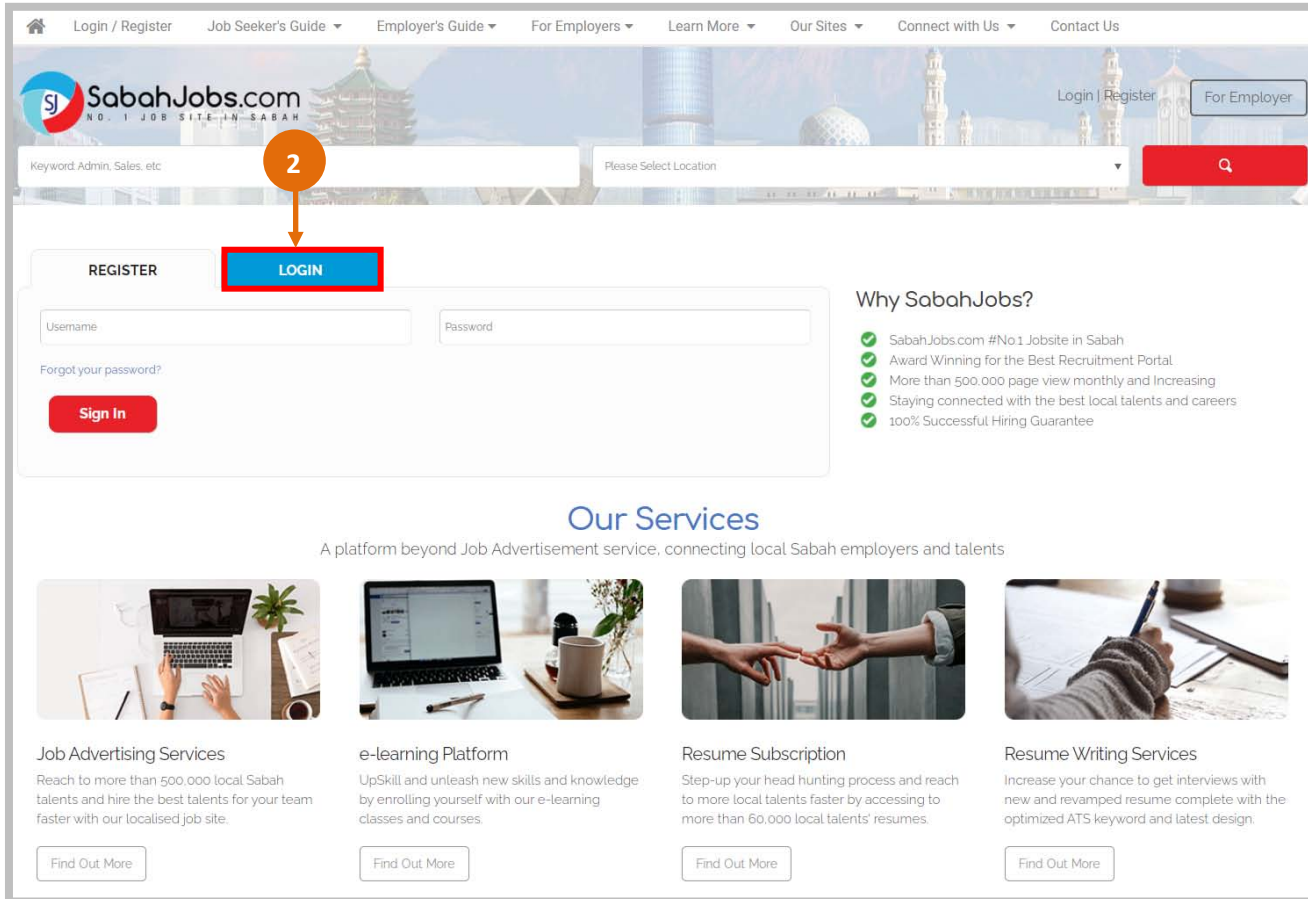
e-learning Platform
UpSkill and unleash new skills and knowledge by enrolling yourself with our e-learning classes and courses.
Find Out More

Resume Subscription
Step-up your head hunting process and reach to more local talents faster by accessing to more than 60,000 local talents' resumes.
Find Out More

Resume Writing Services
Increase your chance to get interviews with new and revamped resume complete with the optimized ATS keyword and latest design.
Find Out More

- 1 Click '**Login/Register**' or '**For Employer**' to access <https://www.SabahJobs.com/login>
- 2 Select '**LOGIN**' to sign-in to your Employer's account
- 3 Key-in your **Username & Password**
- 4 Click '**Sign In**' to proceed
- 5 Click '**Forgot your password?**' to reset your password

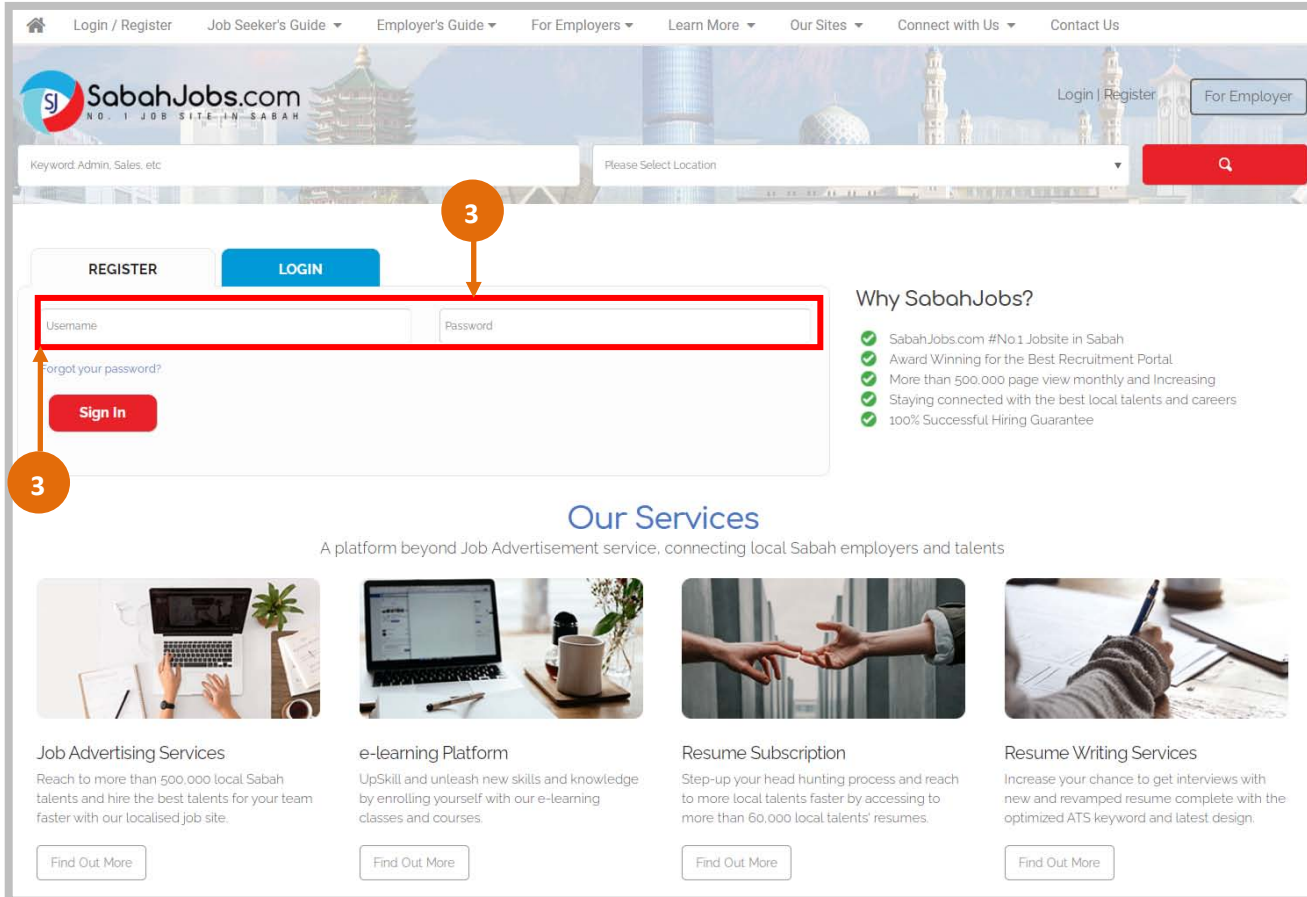
| EMPLOYER'S LOGIN: *Where to sign-in?*



The screenshot shows the SabahJobs.com website interface. At the top, there is a navigation menu with links: Home, Login / Register, Job Seeker's Guide, Employer's Guide, For Employers, Learn More, Our Sites, Connect with Us, and Contact Us. Below the navigation is a search bar with the text "Keyword: Admin, Sales, etc." and a dropdown menu for "Please Select Location". A red search button is on the right. In the center, there are two buttons: "REGISTER" and "LOGIN". The "LOGIN" button is highlighted with a red box, and a red circle with the number "2" points to it. Below the buttons are input fields for "Username" and "Password", and a "Sign In" button. To the right of the login section is a "Why SabahJobs?" section with a list of benefits: SabahJobs.com #No.1 Jobsite in Sabah, Award Winning for the Best Recruitment Portal, More than 500,000 page view monthly and Increasing, Staying connected with the best local talents and careers, and 100% Successful Hiring Guarantee. Below this is a "Our Services" section with four service cards: Job Advertising Services, e-learning Platform, Resume Subscription, and Resume Writing Services. Each card has a "Find Out More" button.

- 1 Click 'Login/Register' or 'For Employer' to access <https://www.SabahJobs.com/login>
- 2 Select '**LOGIN**' to sign-in to your Employer's account
- 3 Key-in your **Username & Password**
- 4 Click 'Sign In' to proceed
- 5 Click 'Forgot your password?' to reset your password

| EMPLOYER'S LOGIN: *Where to sign-in?*

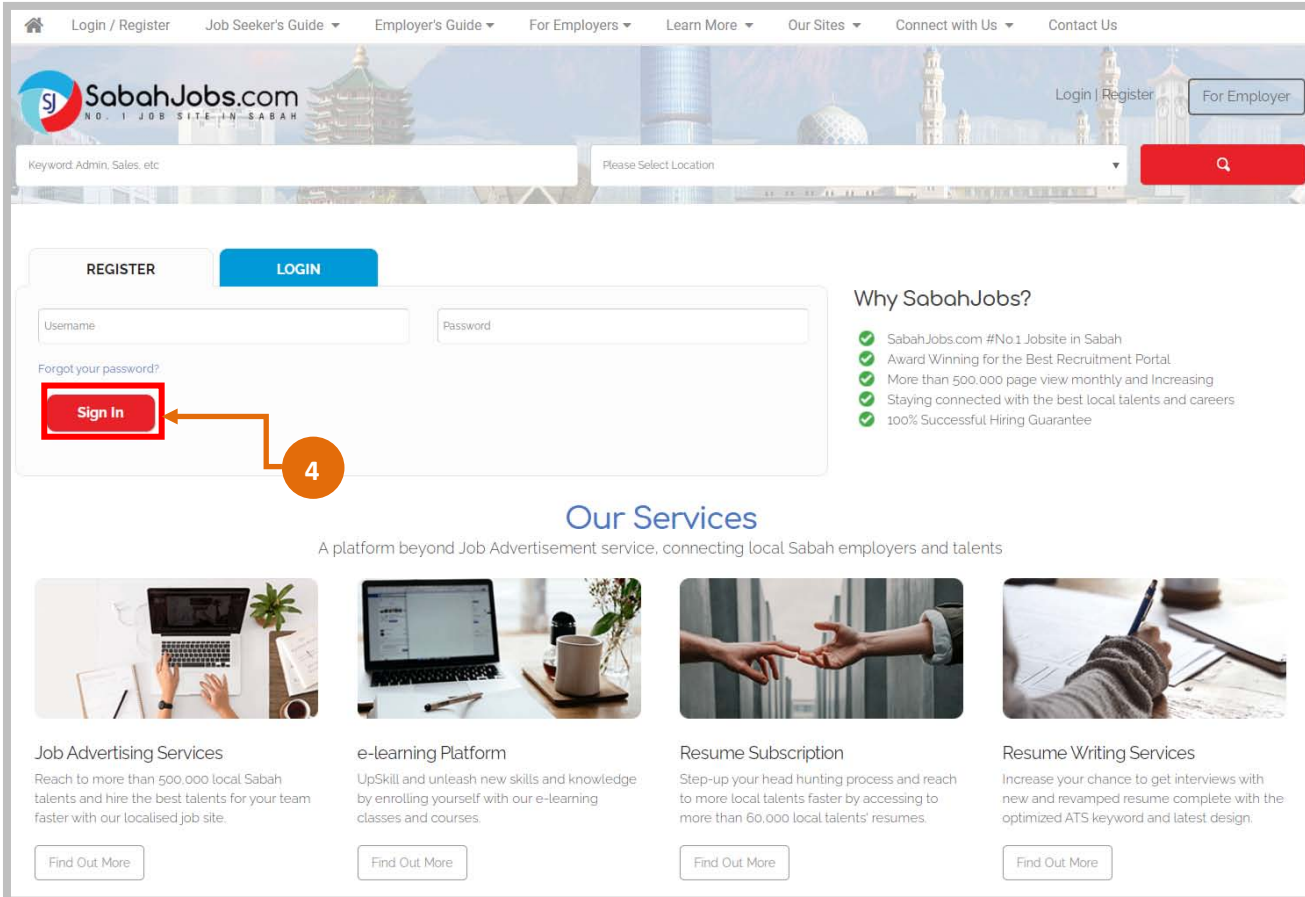


The screenshot shows the SabahJobs.com website with the following elements:

- Navigation Bar:** Home, Login / Register, Job Seeker's Guide, Employer's Guide, For Employers, Learn More, Our Sites, Connect with Us, Contact Us.
- Search Bar:** Keyword: Admin, Sales, etc. | Please Select Location
- Login/Registration Section:**
 - Buttons: REGISTER, LOGIN (highlighted with a blue box and a '3' in a circle above it).
 - Form fields: Username, Password (highlighted with a red box and a '3' in a circle above it).
 - Link: Forgot your password? (highlighted with a '3' in a circle to its left).
 - Button: Sign In (highlighted with a '3' in a circle below it).
- Why SabahJobs?**
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 - ✓ Award Winning for the Best Recruitment Portal
 - ✓ More than 500,000 page view monthly and Increasing
 - ✓ Staying connected with the best local talents and careers
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- Our Services:**
 - Job Advertising Services: Reach to more than 500,000 local Sabah talents and hire the best talents for your team faster with our localised job site. (Find Out More)
 - e-learning Platform: UpSkill and unleash new skills and knowledge by enrolling yourself with our e-learning classes and courses. (Find Out More)
 - Resume Subscription: Step-up your head hunting process and reach to more local talents faster by accessing to more than 60,000 local talents' resumes. (Find Out More)
 - Resume Writing Services: Increase your chance to get interviews with new and revamped resume complete with the optimized ATS keyword and latest design. (Find Out More)

- 1 Click **'Login/Register'** or **'For Employer'** to access <https://www.SabahJobs.com/login>
- 2 Select **'LOGIN'** to sign-in to your Employer's account
- 3 **Key-in your Username & Password**
- 4 Click **'Sign In'** to proceed
- 5 Click **'Forgot your password?'** to reset your password

| EMPLOYER'S LOGIN: *Where to sign-in?*



Home | Login / Register | Job Seeker's Guide | Employer's Guide | For Employers | Learn More | Our Sites | Connect with Us | Contact Us

SabahJobs.com NO. 1 JOB SITE IN SABAH

Keyword: Admin, Sales, etc. Please Select Location

REGISTER LOGIN

Username Password

Forgot your password?

Sign In


4

Why SabahJobs?

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A platform beyond Job Advertisement service, connecting local Sabah employers and talents




Job Advertising Services
Reach to more than 500,000 local Sabah talents and hire the best talents for your team faster with our localised job site.

Find Out More




e-learning Platform
Upskill and unleash new skills and knowledge by enrolling yourself with our e-learning classes and courses.

Find Out More



Resume Subscription
Step-up your head hunting process and reach to more local talents faster by accessing to more than 60,000 local talents' resumes.

Find Out More

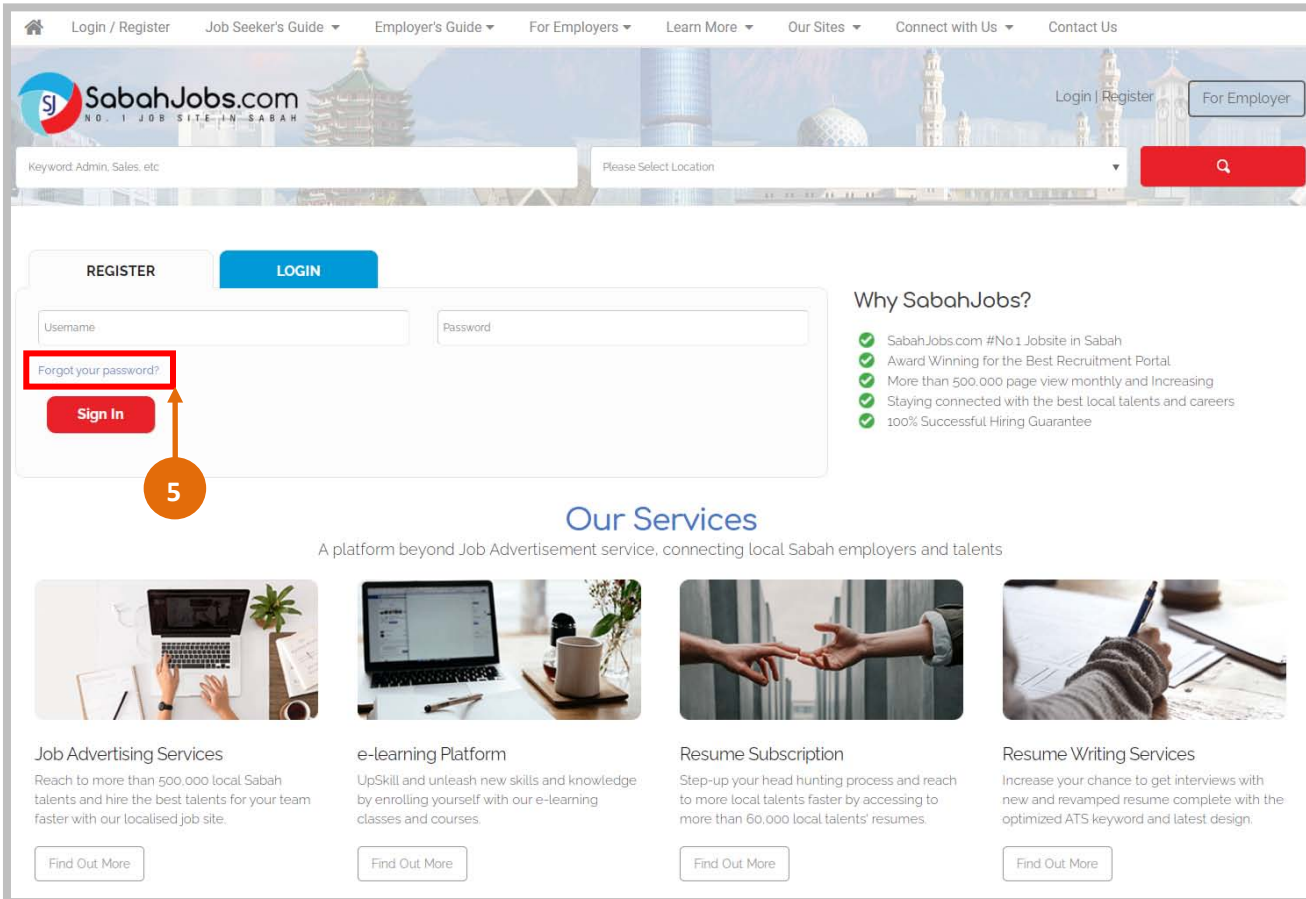


Resume Writing Services
Increase your chance to get interviews with new and revamped resume complete with the optimized ATS keyword and latest design.

Find Out More

- 1 Click **'Login / Register'** or access <https://www.SabahJobs.com/login/>
- 2 On the Login / Register page, click **'LOGIN'** to login to your Employer's account
- 3 Key-in your **Username & Password**
- 4 Click **'Sign In'** to proceed
- 5 Click **'Forgot your password?'** to reset your password

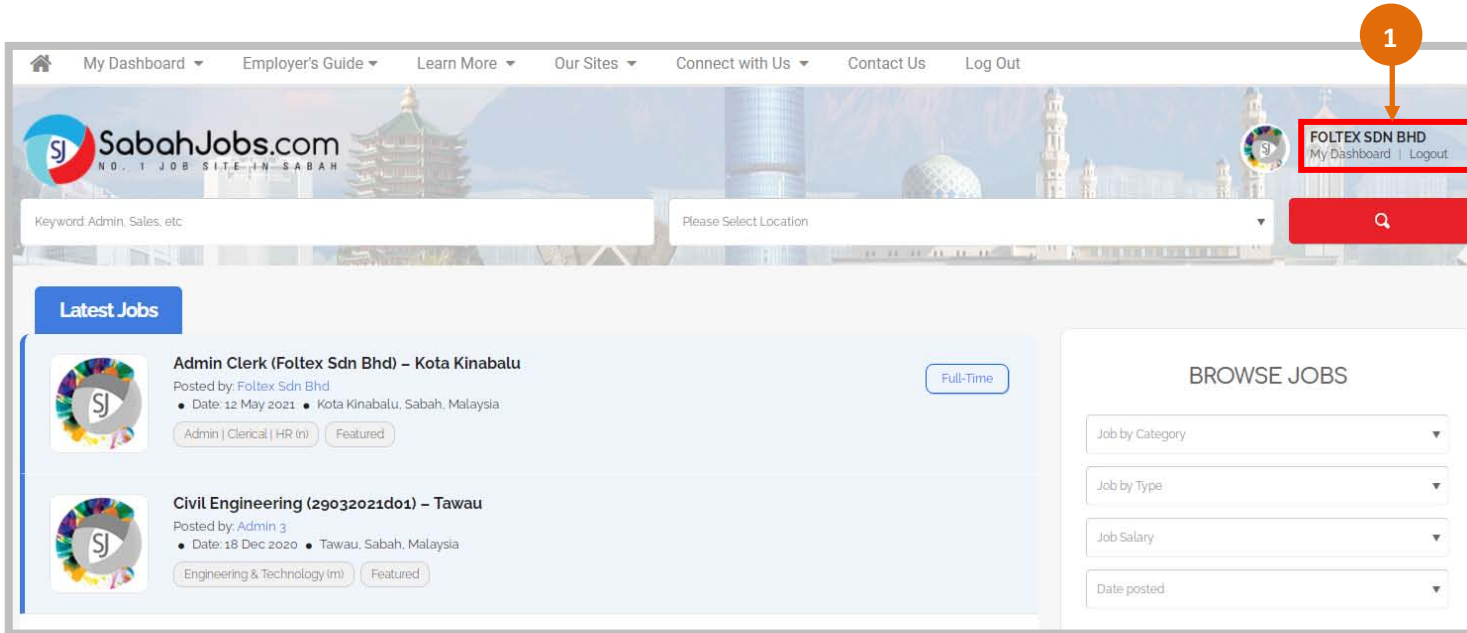
| EMPLOYER'S LOGIN: *How to reset password?*



The screenshot shows the SabahJobs.com website interface. At the top, there is a navigation bar with links like 'Login / Register', 'Job Seeker's Guide', 'Employer's Guide', etc. Below the navigation bar is a search bar with a dropdown menu for 'Please Select Location'. The main content area features a 'REGISTER' and 'LOGIN' section. The 'LOGIN' button is highlighted in blue. Below the login fields, there is a red box around the 'Forgot your password?' link. An orange arrow points from a circled number '5' to this link. To the right of the login section, there is a 'Why SabahJobs?' section with four bullet points. Below this is an 'Our Services' section with four service cards: 'Job Advertising Services', 'e-learning Platform', 'Resume Subscription', and 'Resume Writing Services'. Each card has a 'Find Out More' button.

- 1 Click 'Login / Register' or access <https://www.SabahJobs.com/login/>
- 2 On the Login / Register page, click 'LOGIN' to login to your Employer's account
- 3 Key-in your Username & Password
- 4 Click 'Sign In' to proceed
- 5 Click '**Forgot your password?**' to reset your password

| EMPLOYER'S DASHBOARD: *Where is My Dashboard?*



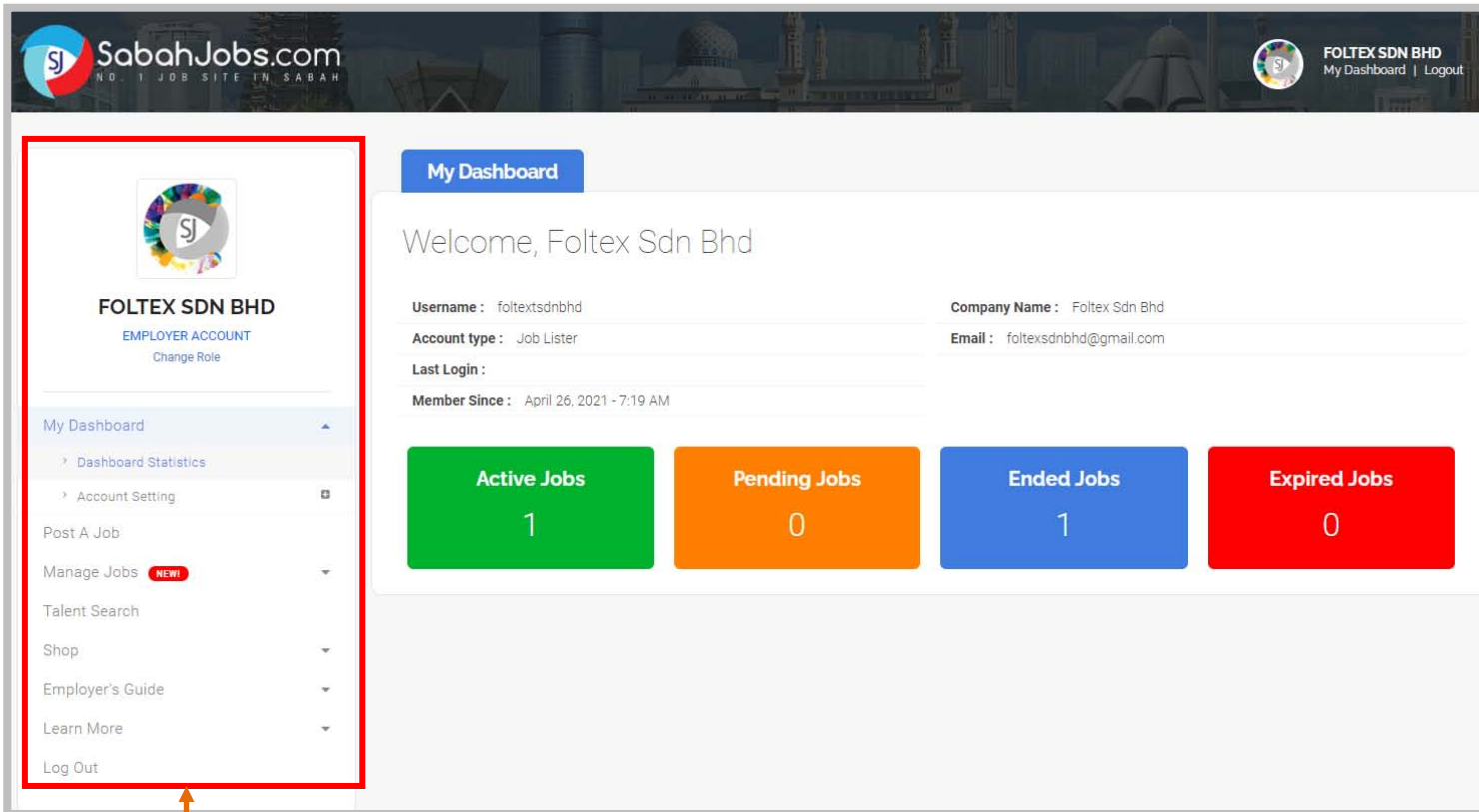
1

Once you are signed-in to your employer's account, you will notice your **User Name** appearing on the top right corner.

1

Click '**My Dashboard**' to proceed to access your **Dashboard**.

| EMPLOYER'S DASHBOARD: What's in My Dashboard?



My Dashboard

Welcome, Foltex Sdn Bhd

Username: foltextsdbhd **Company Name:** Foltex Sdn Bhd
Account type: Job Lister **Email:** foltextsdbhd@gmail.com
Last Login:
Member Since: April 26, 2021 - 7:19 AM

Active Jobs	Pending Jobs	Ended Jobs	Expired Jobs
1	0	1	0

Side Navigation Bar:

- My Dashboard
- Dashboard Statistics
- Account Setting
- Post A Job
- Manage Jobs **NEW!**
- Talent Search
- Shop
- Employer's Guide
- Learn More
- Log Out

Welcome, you have now entered 'My Dashboard'.

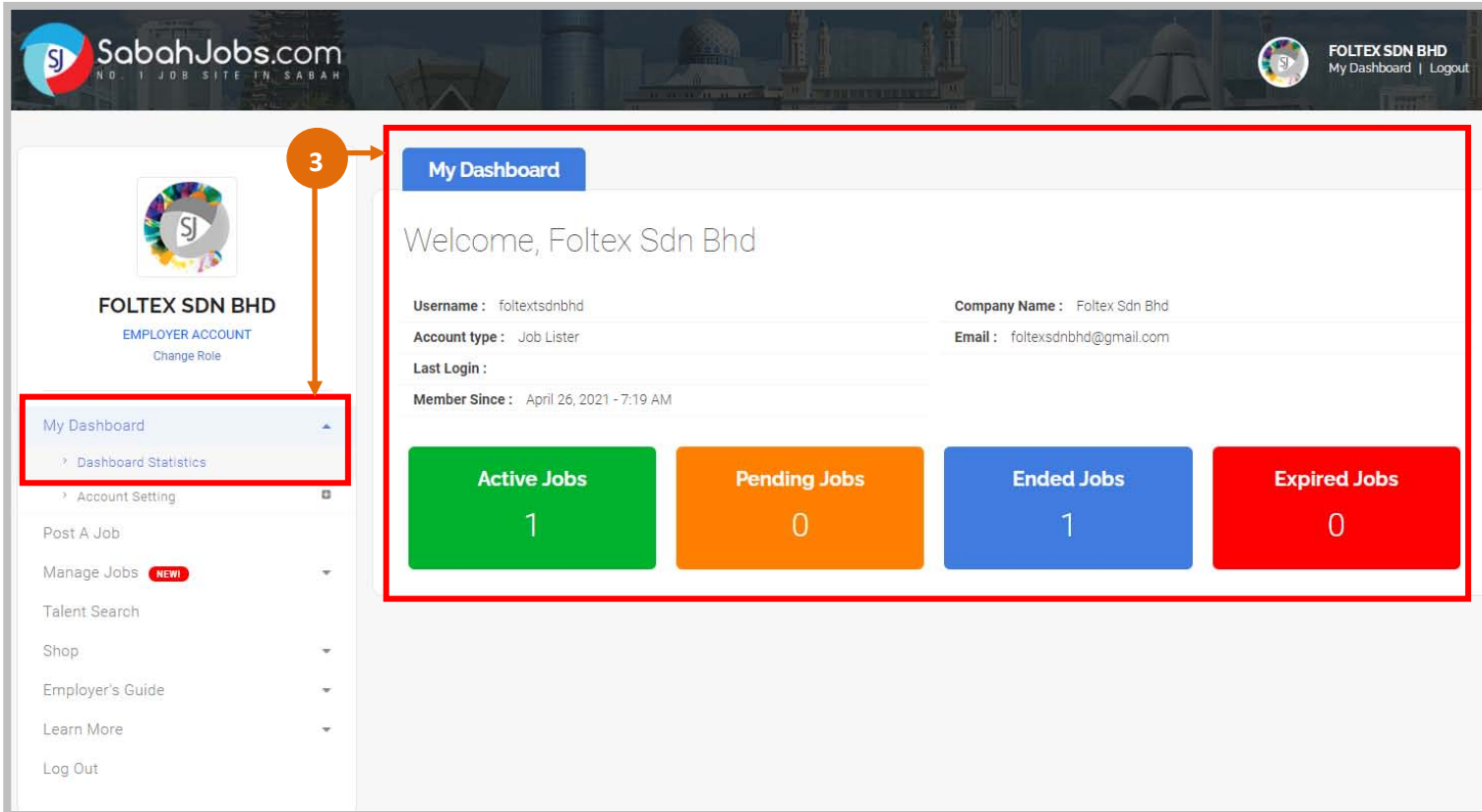
2

Side Navigation Bar

- Refer and use this **Side Navigation Bar** to help guide you through all employer-related pages that you'll like to access quickly.

2

| EMPLOYER'S DASHBOARD: *Dashboard Statistics*



The screenshot shows the SabahJobs.com Employer Dashboard for FOLTEX SDN BHD. The dashboard is divided into a sidebar and a main content area. The sidebar contains a navigation menu with items like 'My Dashboard', 'Account Setting', 'Post A Job', 'Manage Jobs', 'Talent Search', 'Shop', 'Employer's Guide', 'Learn More', and 'Log Out'. The main content area is titled 'My Dashboard' and displays a welcome message for Foltex Sdn Bhd. It shows account details such as Username, Account type, Company Name, Email, Last Login, and Member Since. Below the account details are four colored boxes representing job statistics: Active Jobs (1), Pending Jobs (0), Ended Jobs (1), and Expired Jobs (0). A red box highlights the 'My Dashboard' menu item in the sidebar and the 'Dashboard Statistics' section in the main content area. An orange arrow points from the number '3' to the 'Dashboard Statistics' section.

My Dashboard displays your employer account details as well as the access to view;

3

Dashboard Statistics

Total number of jobs under your account:

- **Active, Pending, Ended or Expired**

4

Account Setting

- Create, Edit & View your Company Profile

- Once created, your Company Profile will be displayed as shown

5

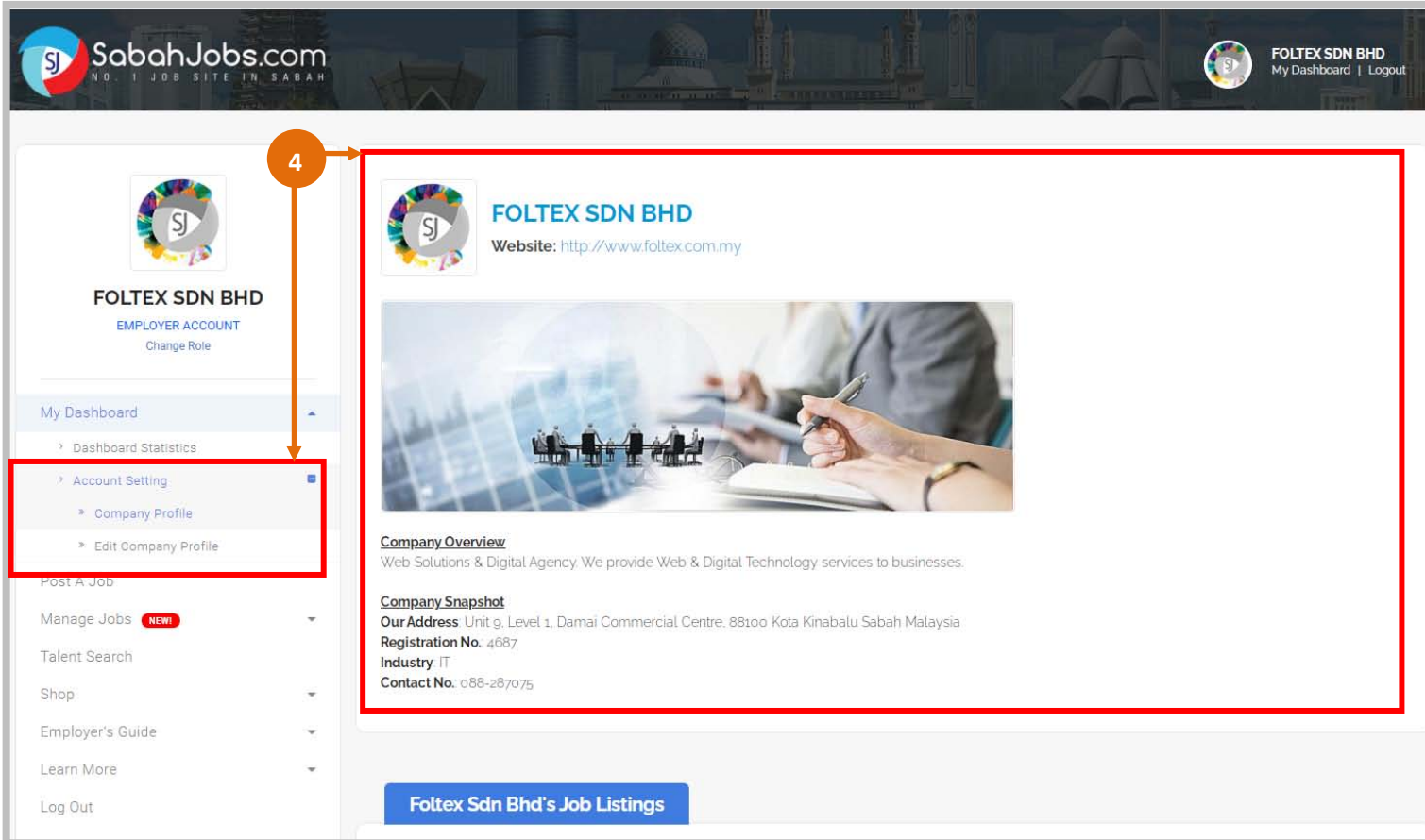
Company Profile

- Ensure to upload your 'Company Logo'

- Create or Edit your Company Profile by filling in as much as possible in all the fields provided under 'Company Info'

- Write more under 'Company Profile'

| EMPLOYER'S DASHBOARD: *Accounting Setting*

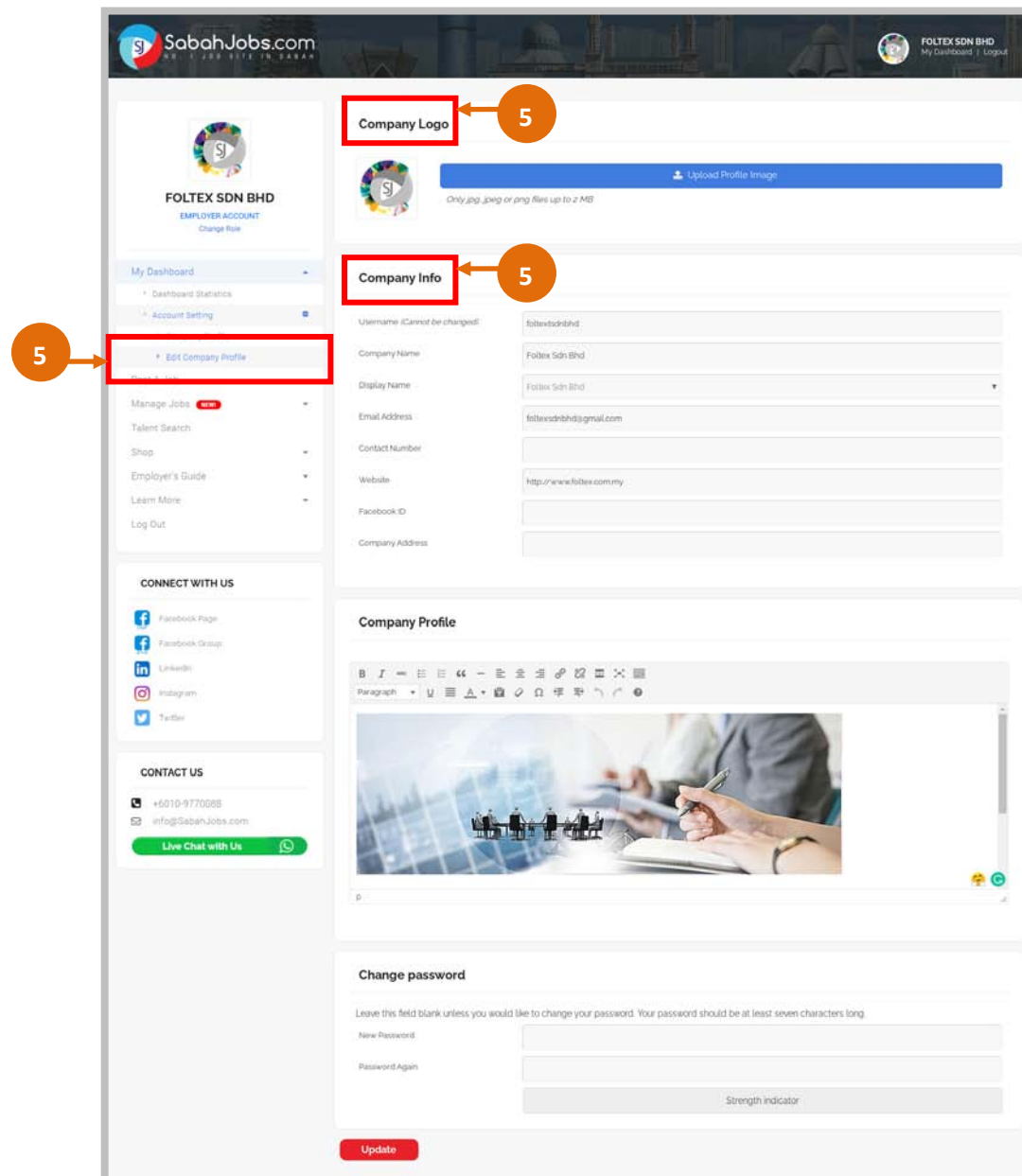


The screenshot displays the SabahJobs.com Employer's Dashboard for FOLTEX SDN BHD. The dashboard includes a sidebar menu on the left with the following items: My Dashboard, Dashboard Statistics, Account Setting (highlighted in a red box), Company Profile, Edit Company Profile, Post A Job, Manage Jobs (NEW!), Talent Search, Shop, Employer's Guide, Learn More, and Log Out. The main content area shows the company profile for FOLTEX SDN BHD, including a company overview, company snapshot, and a button for 'Foltex Sdn Bhd's Job Listings'. A blue arrow labeled '4' points from the 'Account Setting' menu item to the company profile area.

My Dashboard displays your employer account details as well as the access to view;

- 3 **Dashboard Statistics**
Total number of jobs under your account:
- Active, Pending, Ended or Expired
- 4 **Account Setting**
- Create, Edit & View your Company Profile
- Once created, your Company Profile will be displayed as shown
- 5 **Company Profile**
- Ensure to upload your 'Company Logo'
- Create or Edit your Company Profile by filling in as much as possible in all the fields provided under 'Company Info'
- Write more under 'Company Profile'

| EMPLOYER'S DASHBOARD: *Company Logo & Profile*



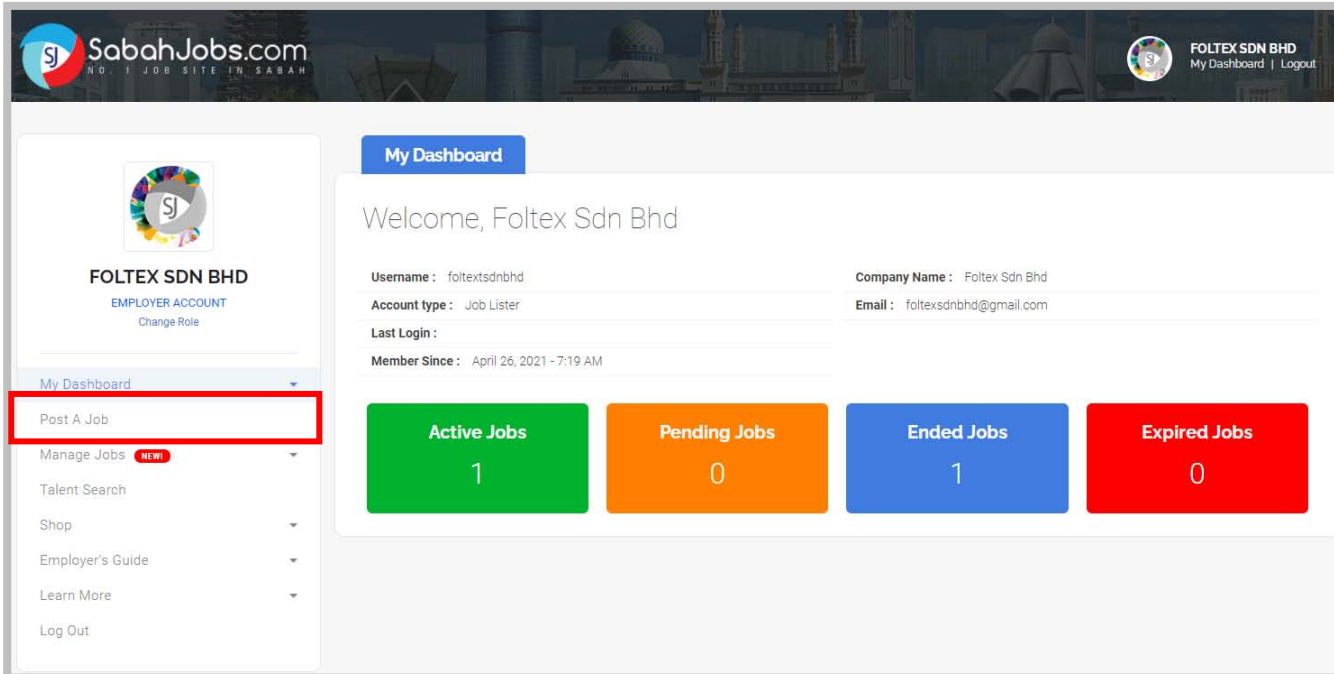
My Dashboard displays your employer account details as well as the access to view;

3 Dashboard Statistics
Total number of jobs under your account:
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4 Account Setting
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- Ensure to upload your 'Company Logo'
- Create or Edit your Company Profile by filling in as much as possible in all the fields provided under 'Company Info'
- Write more under 'Company Profile'

| POST A JOB: *Where to Begin?*



The screenshot displays the employer dashboard for FOLTEX SDN BHD. The left-hand side navigation bar is visible, with the 'Post A Job' option highlighted by a red box. The main dashboard area shows a welcome message and user details, followed by a summary of job statistics.

Job Status	Count
Active Jobs	1
Pending Jobs	0
Ended Jobs	1
Expired Jobs	0

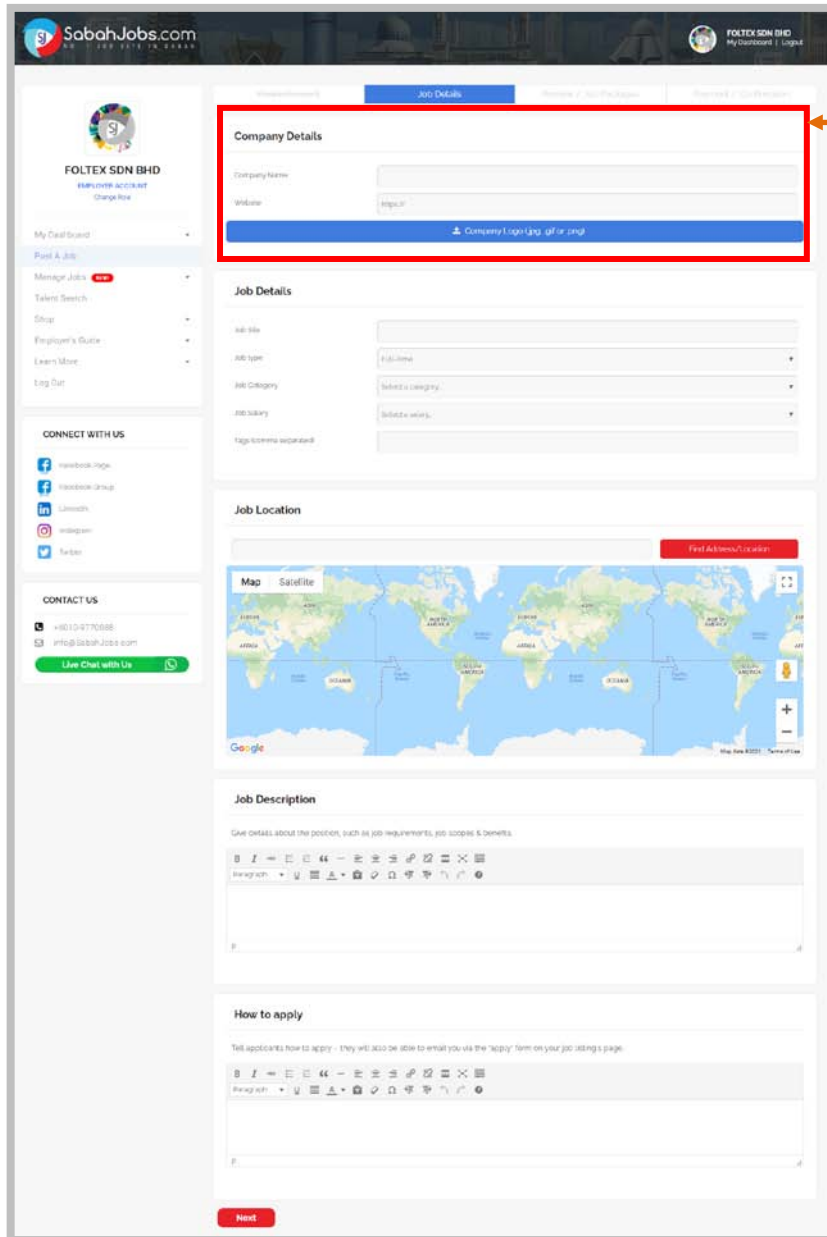
Remember to always use the **Side Navigation Bar** on the left.

> Under **MY DASHBOARD**

> Click '**Post A Job**'

And you will be directed to '**Post A Job**' page to begin your Job posting.

| POST A JOB: *How to Post a Job?*



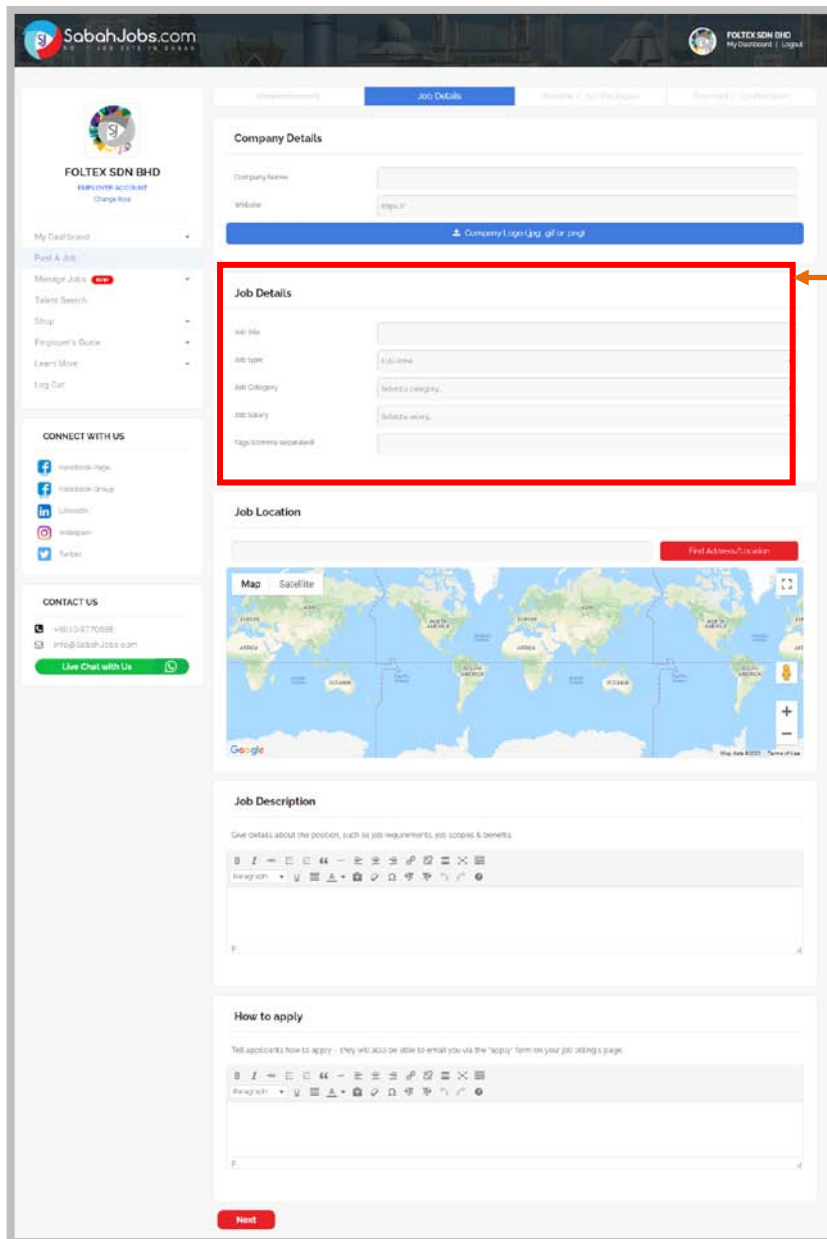
The screenshot shows the 'Post a Job' form on SabahJobs.com. The 'Company Details' section is highlighted with a red box and an orange arrow pointing to step 1. The form includes sections for Company Details, Job Details, Job Location, Job Description, and How to apply.

How to Post A Job?

Follow the steps to complete the input of all essential information;

- 1 **Company Details** section: Key-in your Company Name, Website (if available) and upload Company logo (.jpg, .gif or .png format)
- 2 Job Details section: Key in the required information Job title, Job type, Job Category, Job Salary and Tags (optional)
- 3 Job Location section: Key-in the Job Location, click 'Find Address / Location' to confirm
- 4 Job Description section: Provide detailed job scope, job requirements & job salary
- 5 How to apply section: Provide accurate contact details and instruction for job application ie: Email address & phone number
- 6 Click 'Next' to submit your job

| POST A JOB: How to Post a Job?

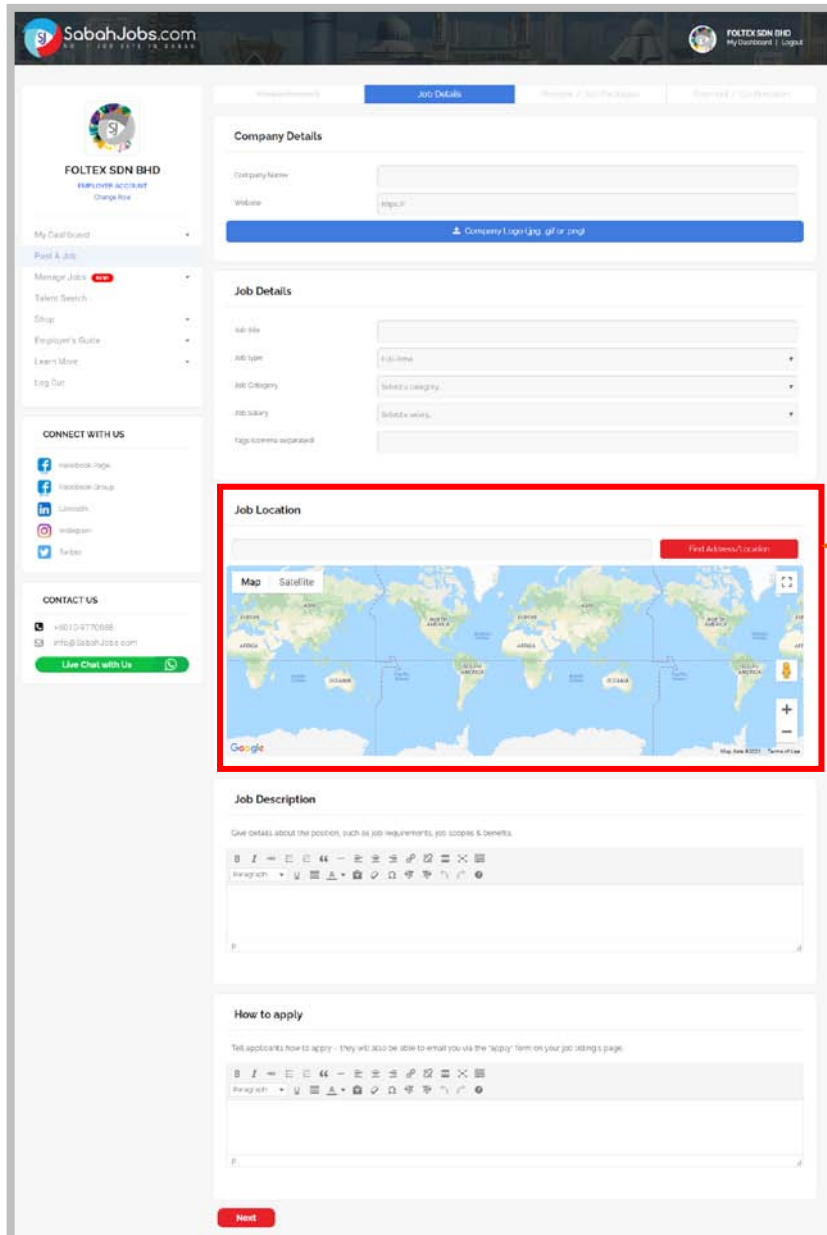


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- 5 **How to apply** section: Provide accurate contact details and instruction for job application ie: Email address & phone number
- 6 Click 'Next' to submit your job

| POST A JOB: How to Post a Job?



The screenshot shows the 'Post a Job' form on SabahJobs.com. The form is titled 'JOB DETAILS' and is for 'FOLTEX SDN BHD'. The sections are as follows:

- Company Details:** Includes fields for Company Name, Website, and a button to 'Choose Logo (.jpg, .gif or .png)'.
- Job Details:** Includes fields for Job Title, Job Type, Job Category, Job Salary, and a field for 'Tags (comma separated)'. There are dropdown menus for Job Type, Job Category, and Job Salary.
- Job Location:** This section is highlighted with a red box. It contains a text input field for the job location, a 'Find Address/Location' button, and a Google Maps interface with 'Map' and 'Satellite' options.
- Job Description:** Includes a text area for the job description with a rich text editor toolbar.
- How to apply:** Includes a text area for instructions to applicants with a rich text editor toolbar.

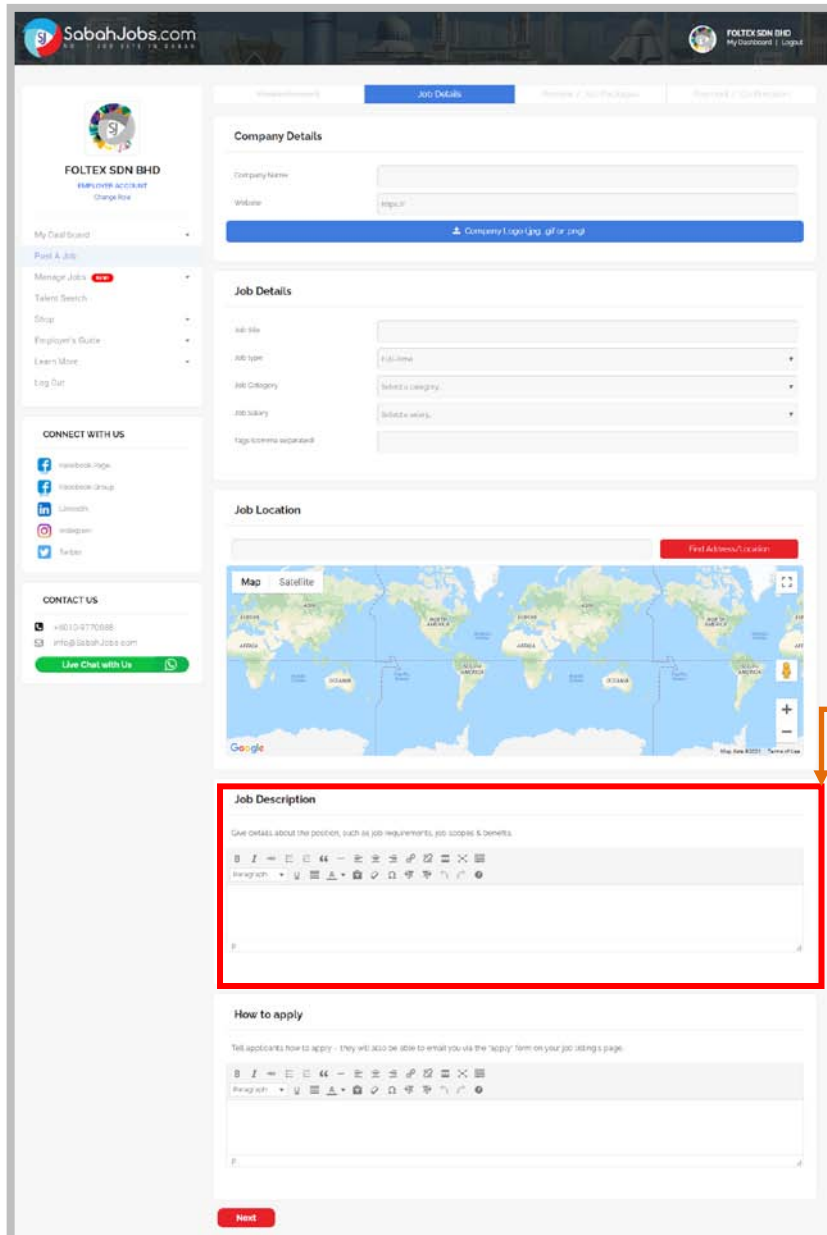
A red 'Next' button is located at the bottom of the form.

How to Post A Job?

Follow the steps to complete the input of all essential information;

- 1 **Company Details** section: Key-in your Company Name, Website (if available) and upload Company logo (.jpg, .gif or .png format)
- 2 **Job Details** section: Key in the required information Job title, Job type, Job Category, Job Salary and Tags (optional)
- 3 **Job Location** section: Key-in the Job Location, click 'Find Address / Location' to confirm
- 4 **Job Description** section: Provide detailed job scope, job requirements & job salary
- 5 **How to apply** section: Provide accurate contact details and instruction for job application ie: Email address & phone number
- 6 Click 'Next' to submit your job

| POST A JOB: How to Post a Job?



The screenshot shows the 'Post a Job' form on SabahJobs.com. The form is titled 'JOB DETAILS' and is for 'FOLTEX SDN BHD'. The sections are as follows:

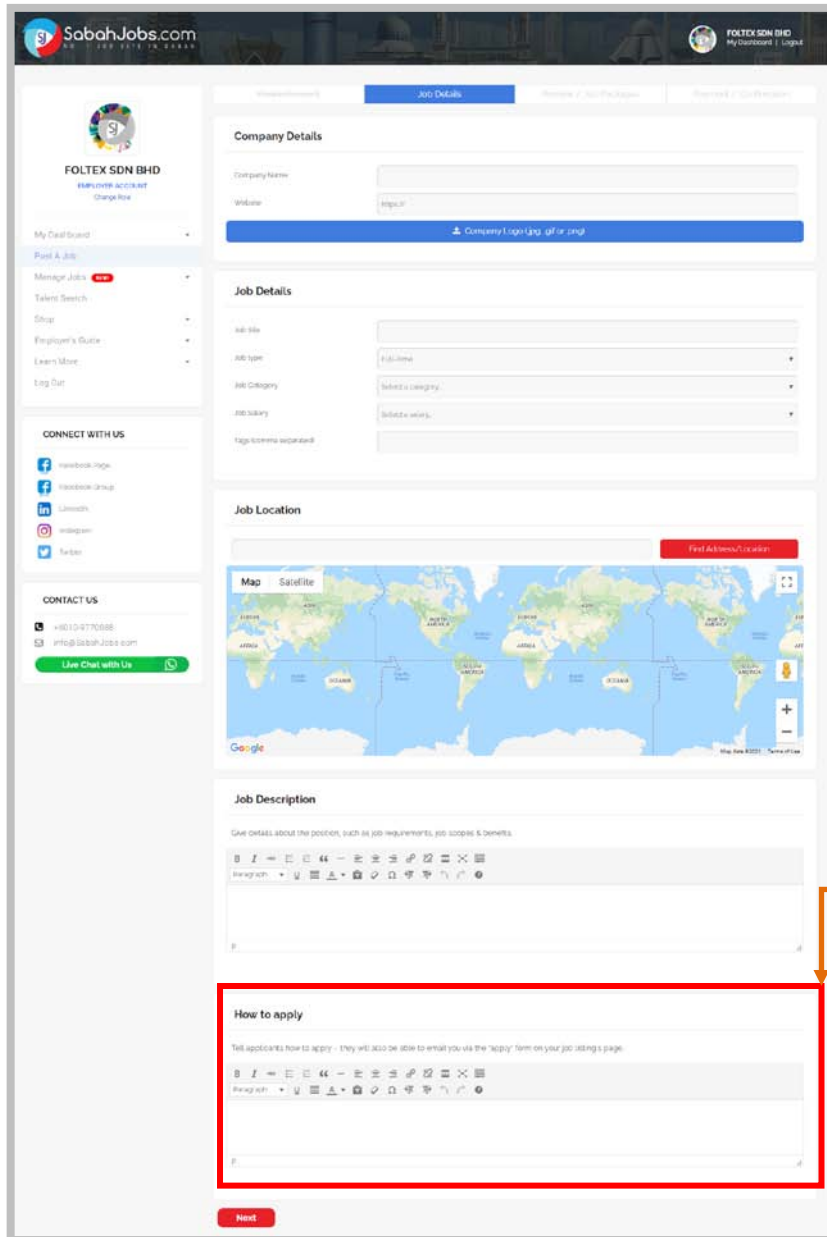
- Company Details:** Includes fields for Company Name, Website, and a button to 'Choose Logo (.jpg, .gif or .png)'. A red box highlights the 'Job Description' section.
- Job Details:** Includes fields for Job Title, Job Type, Job Category, Job Salary, and Tags (separate).
- Job Location:** Includes a 'Find Address/Location' button and a Google Map.
- Job Description:** A text area with a rich text editor toolbar, highlighted with a red box. An orange arrow points from step 4 of the instructions to this section.
- How to apply:** A text area with a rich text editor toolbar for providing contact details.

How to Post A Job?

Follow the steps to complete the input of all essential information;

- 1 **Company Details section:** Key-in your Company Name, Website (if available) and upload Company logo (.jpg, .gif or .png format)
- 2 **Job Details section:** Key in the required information Job title, Job type, Job Category, Job Salary and Tags (optional)
- 3 **Job Location section:** Key-in the Job Location, click 'Find Address / Location' to confirm
- 4 **Job Description section:** Provide detailed job scope, job requirements & job salary
- 5 **How to apply section:** Provide accurate contact details and instruction for job application ie: Email address & phone number
- 6 Click 'Next' to submit your job

| POST A JOB: How to Post a Job?



The screenshot shows the 'Post a Job' form on SabahJobs.com. The form is divided into several sections:

- Company Details:** Includes fields for Company Name, Website, and a button to 'Choose Logo (.jpg, .gif or .png)'. A red arrow points to this section from step 1.
- Job Details:** Includes fields for Job Title, Job Type, Job Category, Job Salary, and Tags (separate). A red arrow points to this section from step 2.
- Job Location:** Includes a 'Find Address/Location' button and a map. A red arrow points to this section from step 3.
- Job Description:** Includes a text area for 'Give details about the position, such as job requirements, job scope & benefits'. A red arrow points to this section from step 4.
- How to apply:** Includes a text area for 'Tell applicants how to apply - they will also be able to email you via the 'reply' form on your job listing page'. This section is highlighted with a red box. A red arrow points to this section from step 5.

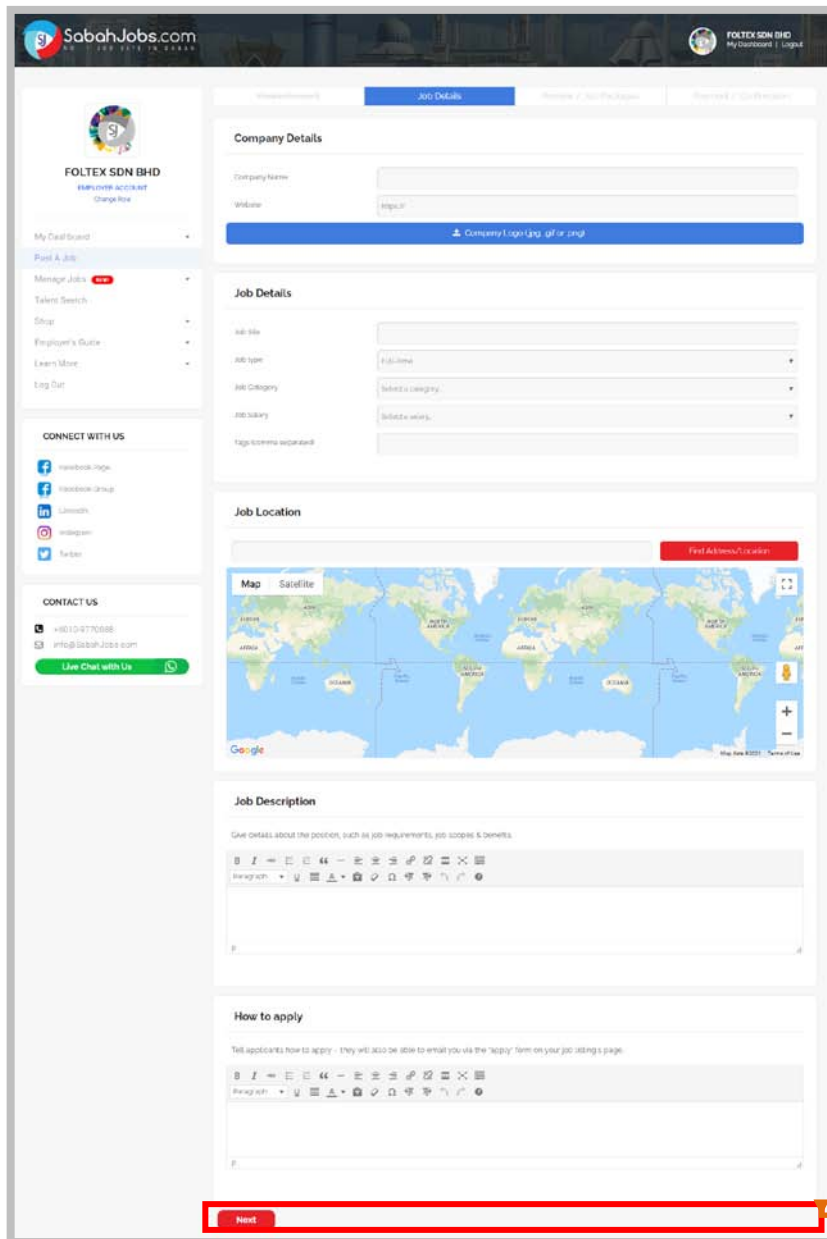
At the bottom of the form, there is a 'Next' button. A red arrow points to this button from step 6.

How to Post A Job?

Follow the steps to complete the input of all essential information;

- 1 **Company Details section:** Key-in your Company Name, Website (if available) and upload Company logo (.jpg, .gif or .png format)
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| POST A JOB: How to Post a Job?



The screenshot shows the 'Post a Job' form on SabahJobs.com. The form is titled 'JOB DETAILS' and is for 'FOLTEX SDN BHD'. The sections include:

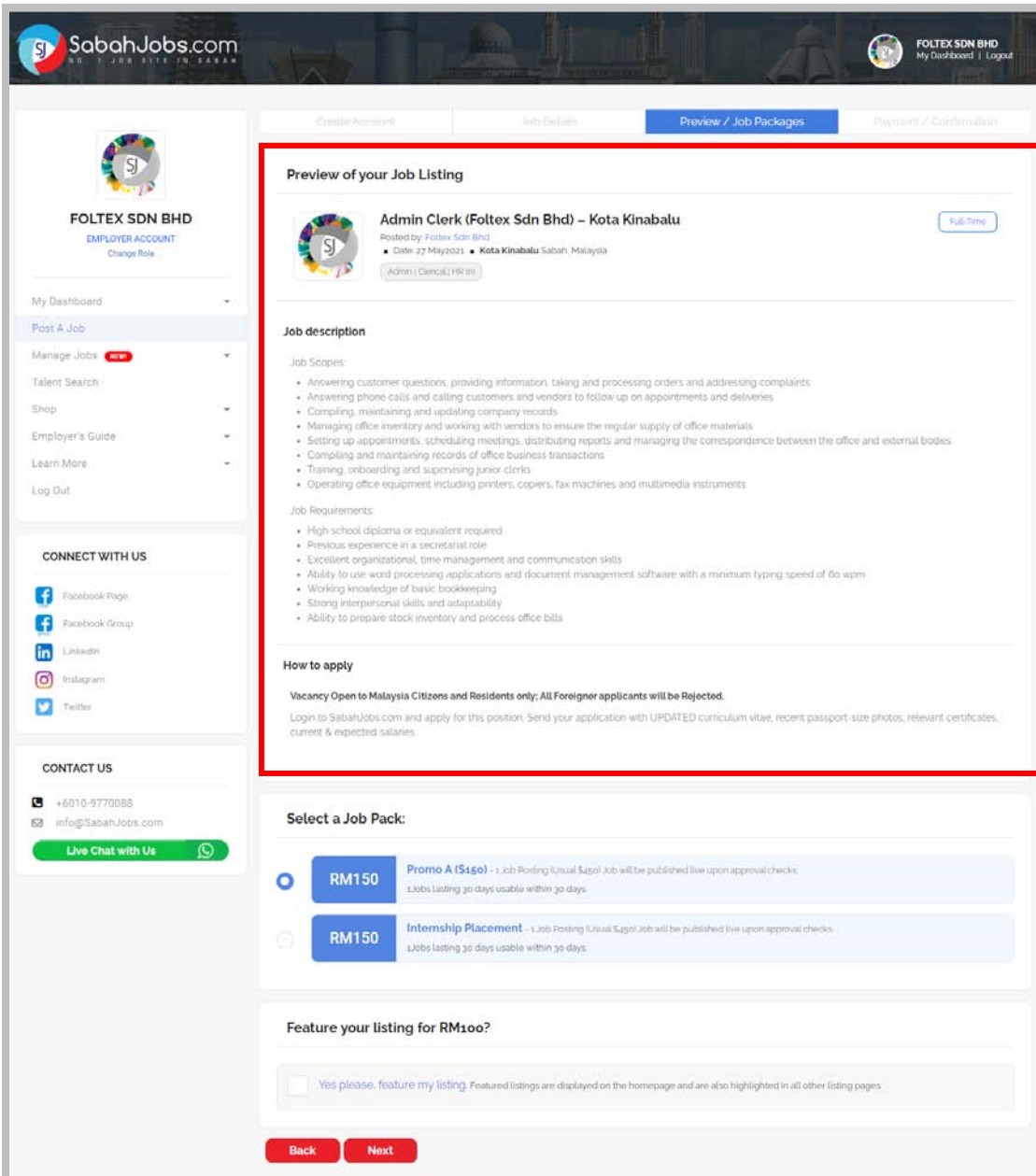
- Company Details:** Fields for Company Name, Website, and a button to 'Choose Logo (.jpg, .gif or .png)'. A red box highlights the 'Next' button at the bottom of this section.
- Job Details:** Fields for Job Title, Job Type, Job Category, Job Salary, and Tags (separate field).
- Job Location:** A map interface with a 'Find Address/Location' button.
- Job Description:** A rich text editor for providing details about the position.
- How to apply:** A rich text editor for providing instructions for applicants.

How to Post A Job?

Follow the steps to complete the input of all essential information;

- 1 **Company Details** section: Key-in your Company Name, Website (if available) and upload Company logo (.jpg, .gif or .png format)
- 2 **Job Details** section: Key in the required information Job title, Job type, Job Category, Job Salary and Tags (optional)
- 3 **Job Location** section: Key-in the Job Location, click 'Find Address / Location' to confirm
- 4 **Job Description** section: Provide detailed job scope, job requirements & job salary
- 5 **How to apply** section: Provide accurate contact details and instruction for job application ie: Email address & phone number
- 6 Click '**Next**' to submit your job

| POST A JOB: *Preview a Job*



The screenshot shows the 'Preview / Job Packages' page for a job listing. The job title is 'Admin Clerk (Foltex Sdn Bhd) - Kota Kinabalu'. The job description includes 'Job Scopes' and 'Job Requirements'. The 'How to apply' section states that the vacancy is open to Malaysia citizens and residents only. Below the job details, there are two job pack options: 'Promo A (\$150)' and 'Internship Placement', both for RM150. There is also a checkbox to 'Feature your listing for RM100?'.

Upon submission of all Job Details, you will be directed to 'Preview / Job Packages' page to preview your job.

7

Review the job ad draft; ensure all information are accurate

8

Select a Job Pack section: Click Promo A (RM250) for one job advertisement

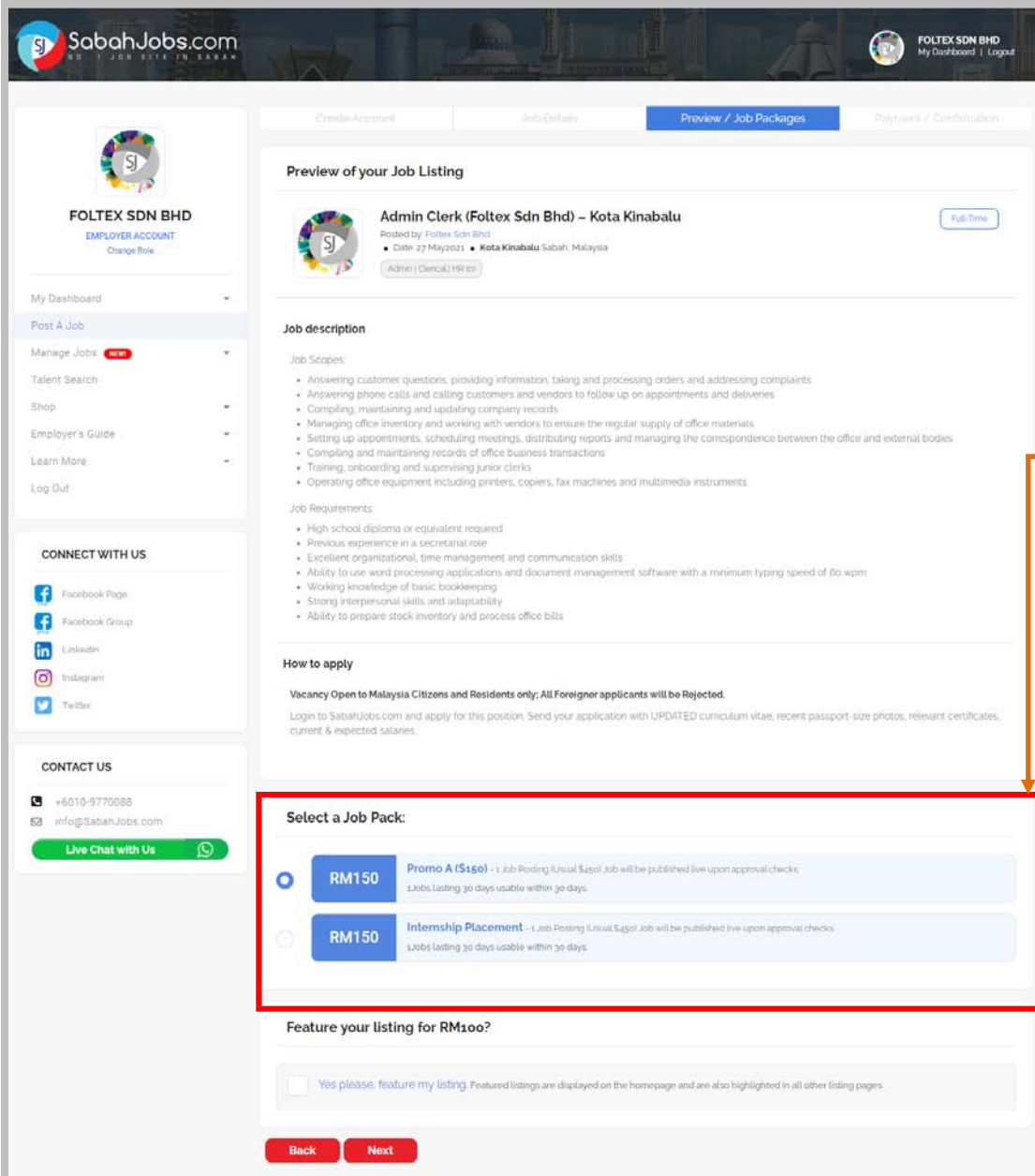
9

Select 'Feature' to feature your job ad, enabling 3x more views

10

Click 'Next' to proceed to the Payment / Confirmation page

| POST A JOB: *Preview a Job*

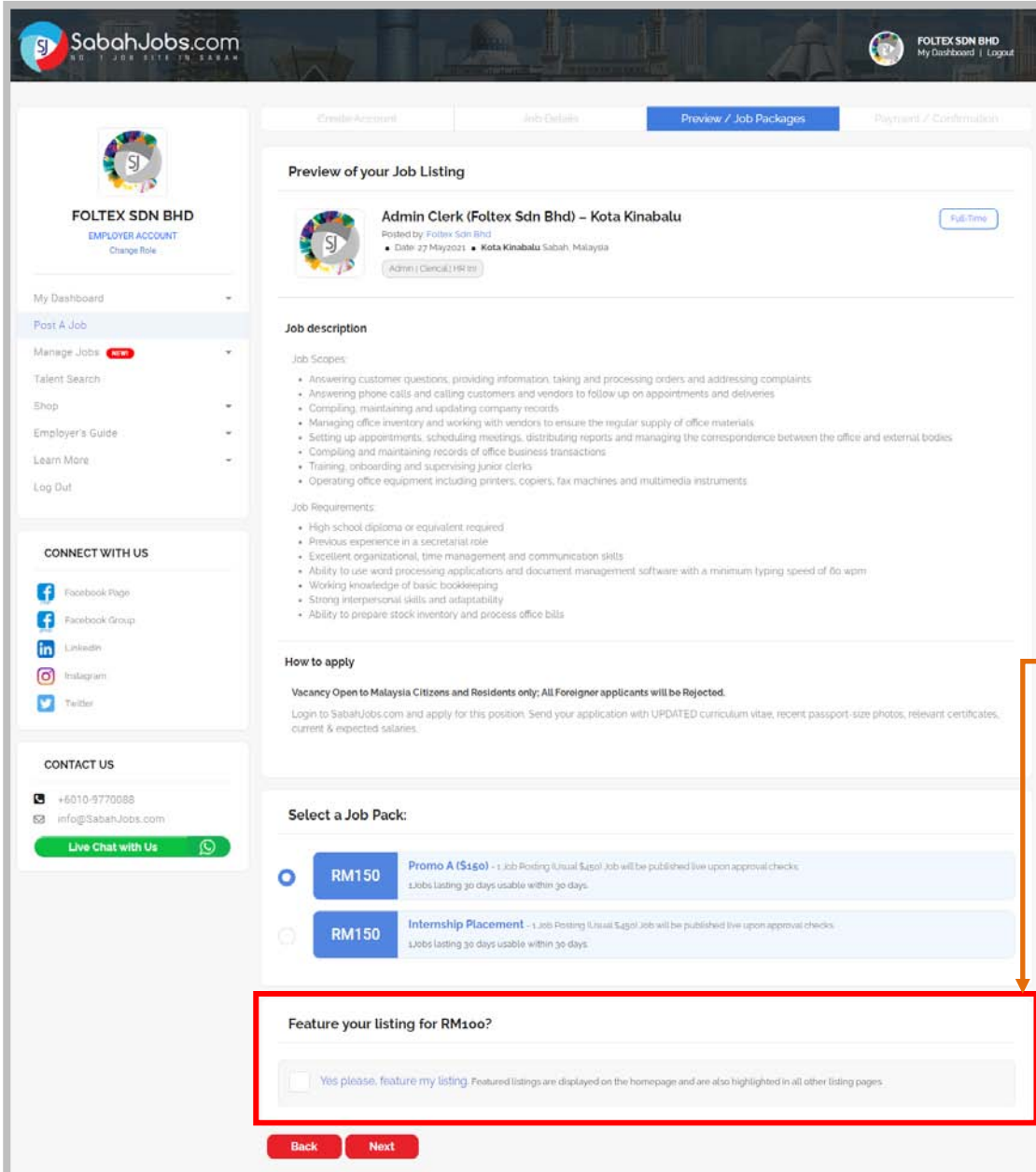


The screenshot shows the 'Preview / Job Packages' page for a job listing. The job title is 'Admin Clerk (Foltex Sdn Bhd) – Kota Kinabalu'. The page includes a 'Job description' section with 'Job Scopes' and 'Job Requirements'. Below the description is a 'Select a Job Pack' section with two options: 'Promo A (\$150)' and 'Internship Placement', both priced at RM150. A red box highlights the 'Select a Job Pack' section. Below this is a 'Feature your listing for RM100?' section with a checkbox and a 'Next' button.

Upon submission of all Job Details, you will be directed to 'Preview / Job Packages' page to preview your job.

- 7 Review the job ad draft; ensure all information are accurate
- 8 **Select a Job Pack section:** Click Promo A (RM250) for one job advertisement
- 9 Select 'Feature' to feature your job ad, enabling 3x more views
- 10 Click 'Next' to proceed to the Payment / Confirmation page

| POST A JOB: *Preview a Job*



The screenshot shows the 'Preview / Job Packages' page for a job listing. The page is titled 'Preview of your Job Listing' and displays the following information:

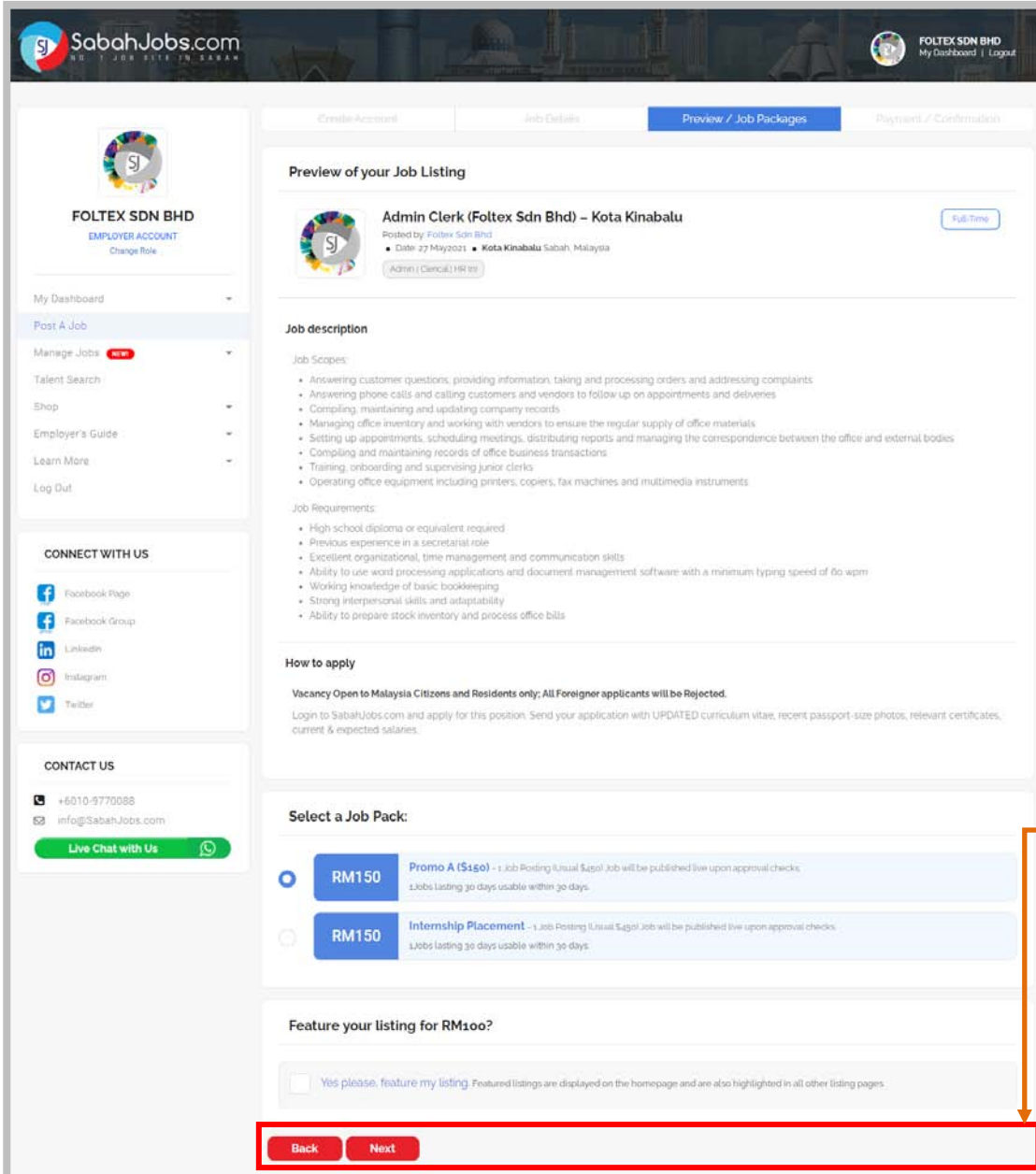
- Job Title:** Admin Clerk (Foltex Sdn Bhd) – Kota Kinabalu
- Posted by:** Foltex Sdn Bhd
- Date:** 27 May 2021
- Location:** Kota Kinabalu, Sabah, Malaysia
- Job description:**
 - Job Scopes:**
 - Answering customer questions, providing information, taking and processing orders and addressing complaints
 - Answering phone calls and calling customers and vendors to follow up on appointments and deliveries
 - Compiling, maintaining and updating company records
 - Managing office inventory and working with vendors to ensure the regular supply of office materials
 - Setting up appointments, scheduling meetings, distributing reports and managing the correspondence between the office and external bodies
 - Compiling and maintaining records of office business transactions
 - Training, onboarding and supervising junior clerks
 - Operating office equipment including printers, copiers, fax machines and multimedia instruments
 - Job Requirements:**
 - High school diploma or equivalent required
 - Previous experience in a secretarial role
 - Excellent organizational, time management and communication skills
 - Ability to use word processing applications and document management software with a minimum typing speed of 40 wpm
 - Working knowledge of basic bookkeeping
 - Strong interpersonal skills and adaptability
 - Ability to prepare stock inventory and process office bills
- How to apply:**
 - Vacancy Open to Malaysia Citizens and Residents only; All Foreigner applicants will be Rejected.
 - Login to SabahJobs.com and apply for this position. Send your application with UPDATED curriculum vitae, recent passport-size photos, relevant certificates, current & expected salaries.
- Select a Job Pack:**
 - RM150 Promo A (\$150)** - 1 Job Posting (Usual \$250). Job will be published live upon approval checks. 1 Jobs listing 30 days usable within 30 days.
 - RM150 Internship Placement** - 1 Job Posting (Usual \$250). Job will be published live upon approval checks. 1 Jobs listing 30 days usable within 30 days.
- Feature your listing for RM100?**
 - Yes please, feature my listing. Featured listings are displayed on the homepage and are also highlighted in all other listing pages.

At the bottom of the page, there are 'Back' and 'Next' buttons.

Upon submission of all Job Details, you will be directed to 'Preview / Job Packages' page to preview your job.

- 7 Review the job ad draft; ensure all information are accurate
- 8 Select a Job Pack section: Click Promo A (RM250) for one job advertisement
- 9 Select 'Feature' to feature your job ad, enabling 3x more views
- 10 Click 'Next' to proceed to the Payment / Confirmation page

| POST A JOB: *Preview a Job*



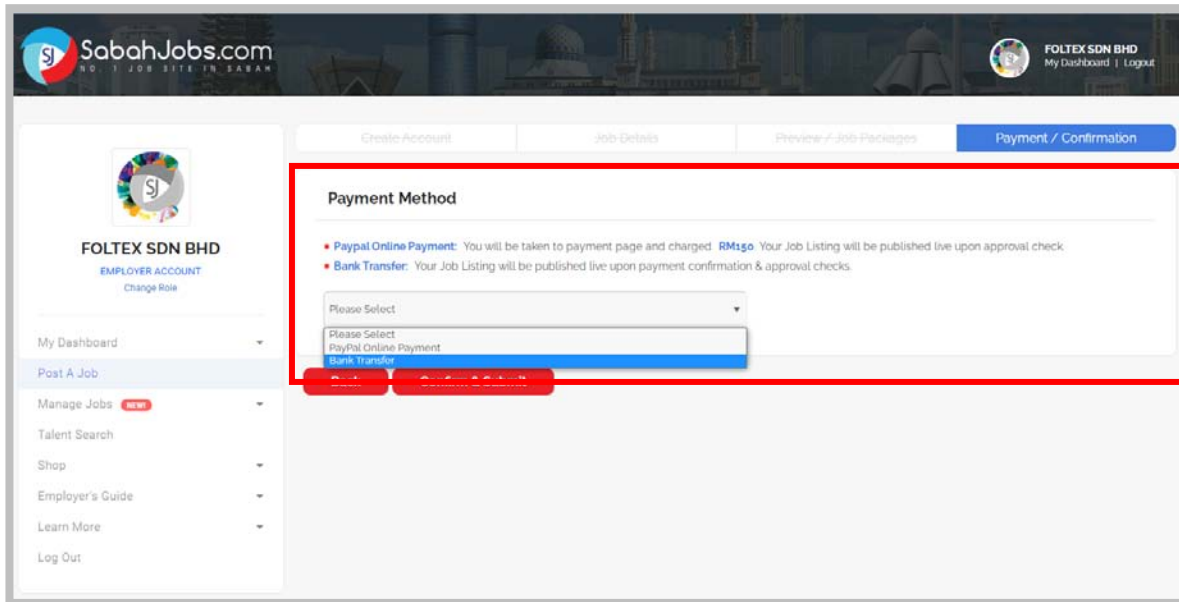
The screenshot shows the 'Preview / Job Packages' page for a job listing. The page is titled 'Preview of your Job Listing' and displays the following information:

- Job Title:** Admin Clerk (Foltex Sdn Bhd) – Kota Kinabalu
- Posted by:** Foltex Sdn Bhd
- Date:** 27 May 2021
- Location:** Kota Kinabalu, Sabah, Malaysia
- Job Type:** Full Time
- Job description:**
 - Job Scopes:**
 - Answering customer questions, providing information, taking and processing orders and addressing complaints
 - Answering phone calls and calling customers and vendors to follow up on appointments and deliveries
 - Compiling, maintaining and updating company records
 - Managing office inventory and working with vendors to ensure the regular supply of office materials
 - Setting up appointments, scheduling meetings, distributing reports and managing the correspondence between the office and external bodies
 - Compiling and maintaining records of office business transactions
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 - Excellent organizational, time management and communication skills
 - Ability to use word processing applications and document management software with a minimum typing speed of 40 wpm
 - Working knowledge of basic bookkeeping
 - Strong interpersonal skills and adaptability
 - Ability to prepare stock inventory and process office bills
- How to apply:**
 - Vacancy Open to Malaysia Citizens and Residents only; All Foreigner applicants will be Rejected.
 - Login to SabahJobs.com and apply for this position. Send your application with UPDATED curriculum vitae, recent passport-size photos, relevant certificates, current & expected salaries.
- Select a Job Pack:**
 - RM150 Promo A (\$150)** - 1 Job Posting (Usual \$450). Job will be published live upon approval checks. 1 Jobs listing 30 days usable within 30 days.
 - RM150 Internship Placement** - 1 Job Posting (Usual \$450). Job will be published live upon approval checks. 1 Jobs listing 30 days usable within 30 days.
- Feature your listing for RM100?**
 - Yes please, feature my listing. Featured listings are displayed on the homepage and are also highlighted in all other listing pages.
- Navigation:** Back, Next

Upon submission of all Job Details, you will be directed to 'Preview / Job Packages' page to preview your job.

- 7 Review the job ad draft; ensure all information are accurate
- 8 **Select a Job Pack section:** Click Promo A (RM250) for one job advertisement
- 9 Select 'Feature' to feature your job ad, enabling 3x more views
- 10 Click '**Next**' to proceed to the Payment / Confirmation page

| POST A JOB: *Payment & Confirmation*



After reviewing and confirming the job package, you will be taken to **'Payment / Confirmation'** page to proceed with your job order.

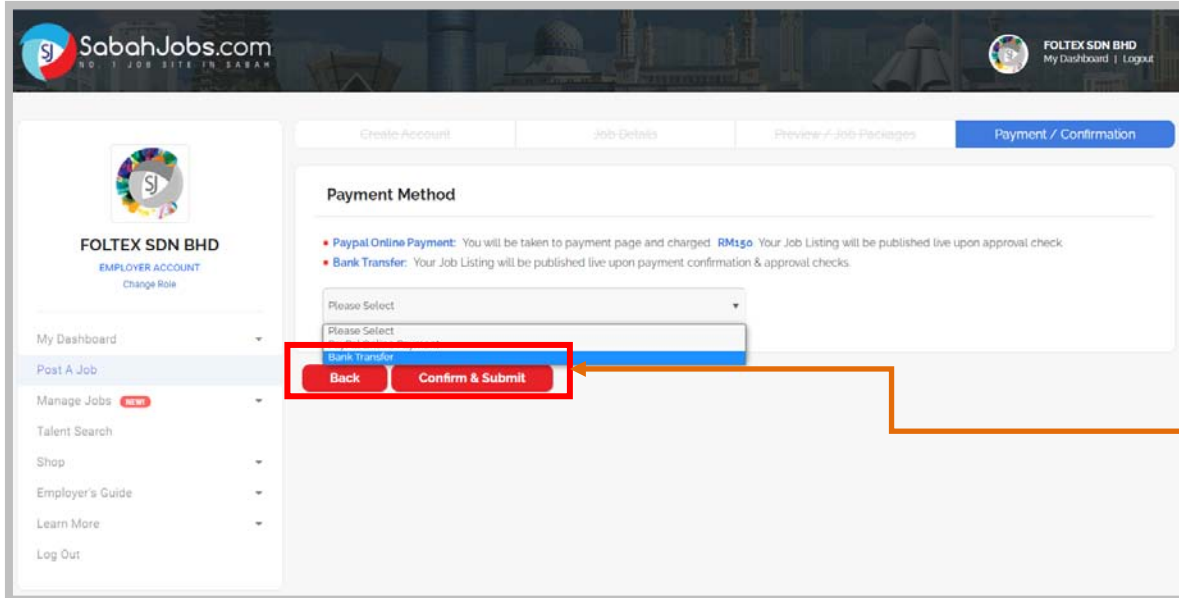
On **Payment / Confirmation** page, select payment method;

- Paypal Online Payment
- Bank Transfer

Click **'Confirm & Submit'** to submit your job ad. (Your job listing will be published live upon payment confirmation & approval checks)

Tips: Click **'Go Back'** to make amendments on your job ad

| POST A JOB: *Payment & Confirmation*



The screenshot shows the 'Payment / Confirmation' page for FOLTEX SDN BHD. The page has a navigation bar with 'Create Account', 'Job Details', 'Previous / Job Packages', and 'Payment / Confirmation'. The 'Payment Method' section lists two options: 'Paypal Online Payment' (charged RM150) and 'Bank Transfer'. The 'Bank Transfer' option is selected, and the 'Confirm & Submit' button is highlighted with a red box. An orange arrow points from the 'Confirm & Submit' button to the second step of the instructions.

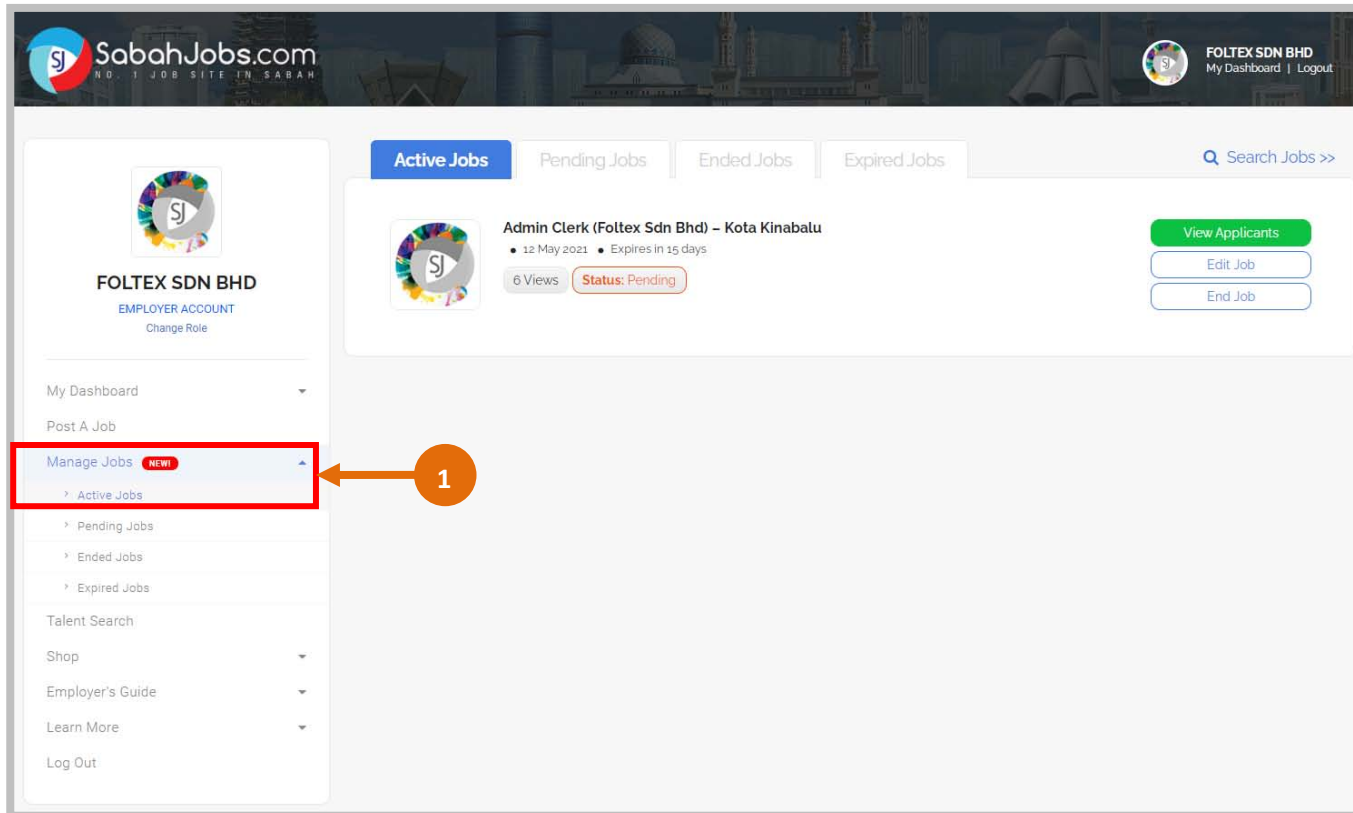
1 On **Payment / Confirmation** page, select payment method;

- Paypal Online Payment
- Bank Transfer

2 Click **'Confirm & Submit'** to submit your job ad. (Your job listing will be published live upon payment confirmation & approval checks)

Tips: Click **'Go Back'** to make amendments on your job ad

| MANAGE JOBS



Each job ad submitted via the account will be available to view via your **Dashboard**.

Go to Manage Jobs;

1

Active Jobs: Display all published & active jobs, enabling you to;

- View Applicants via Talent Management System (TMS)
- Edit Job
- End Job

2

Pending Jobs: Display all job ad drafts that are still pending for system approval, enabling you to;

- Edit Job
- Cancel Job

3

Ended Jobs: Display all job ads that were ended manually before reaching the expiry date, enabling you to;

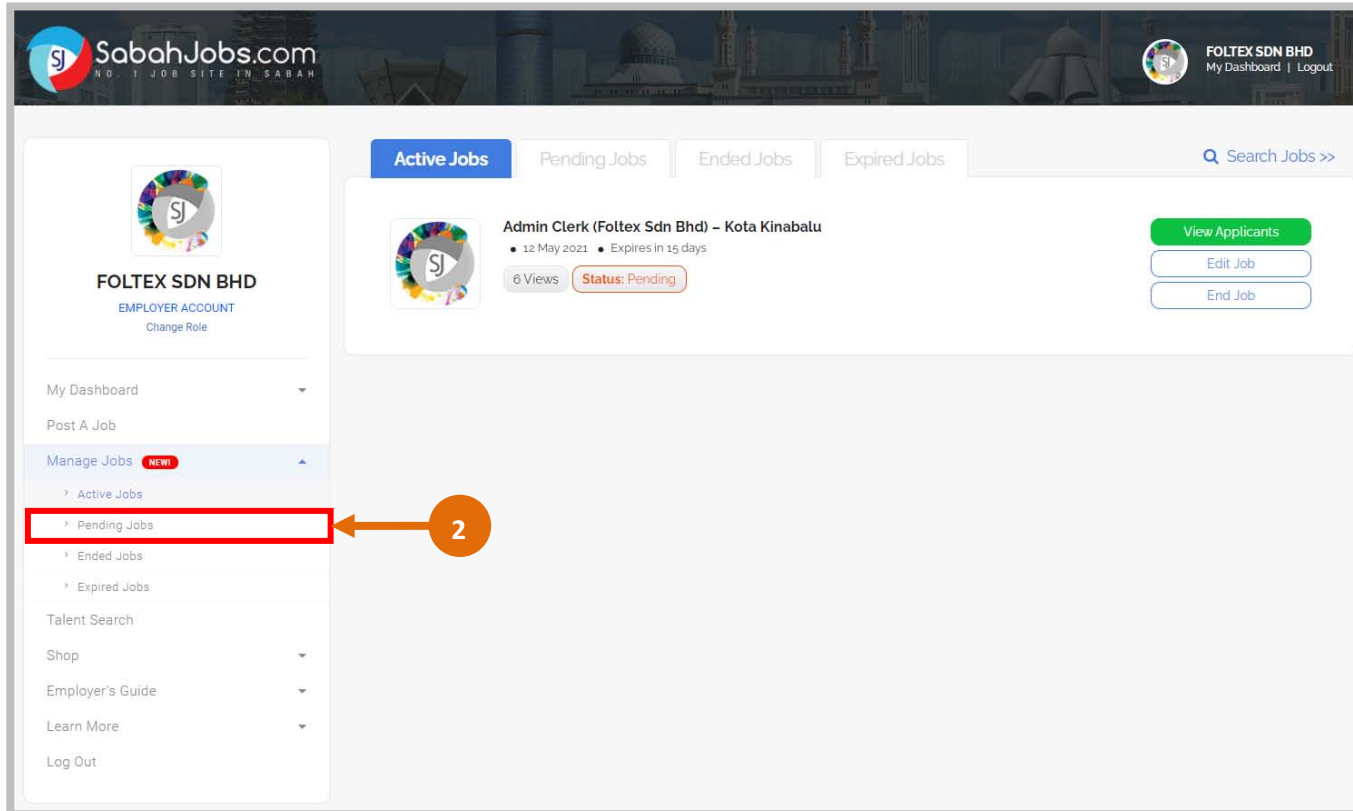
- View Applicants via Talent Management System (TMS)
- Update the hiring outcome
- Relist Job

4

Expired Jobs: Display all expired job ads, enabling you to;

- View Applicants via Talent Management System (TMS)
- Update the hiring outcome
- Relist Job

| MANAGE JOBS

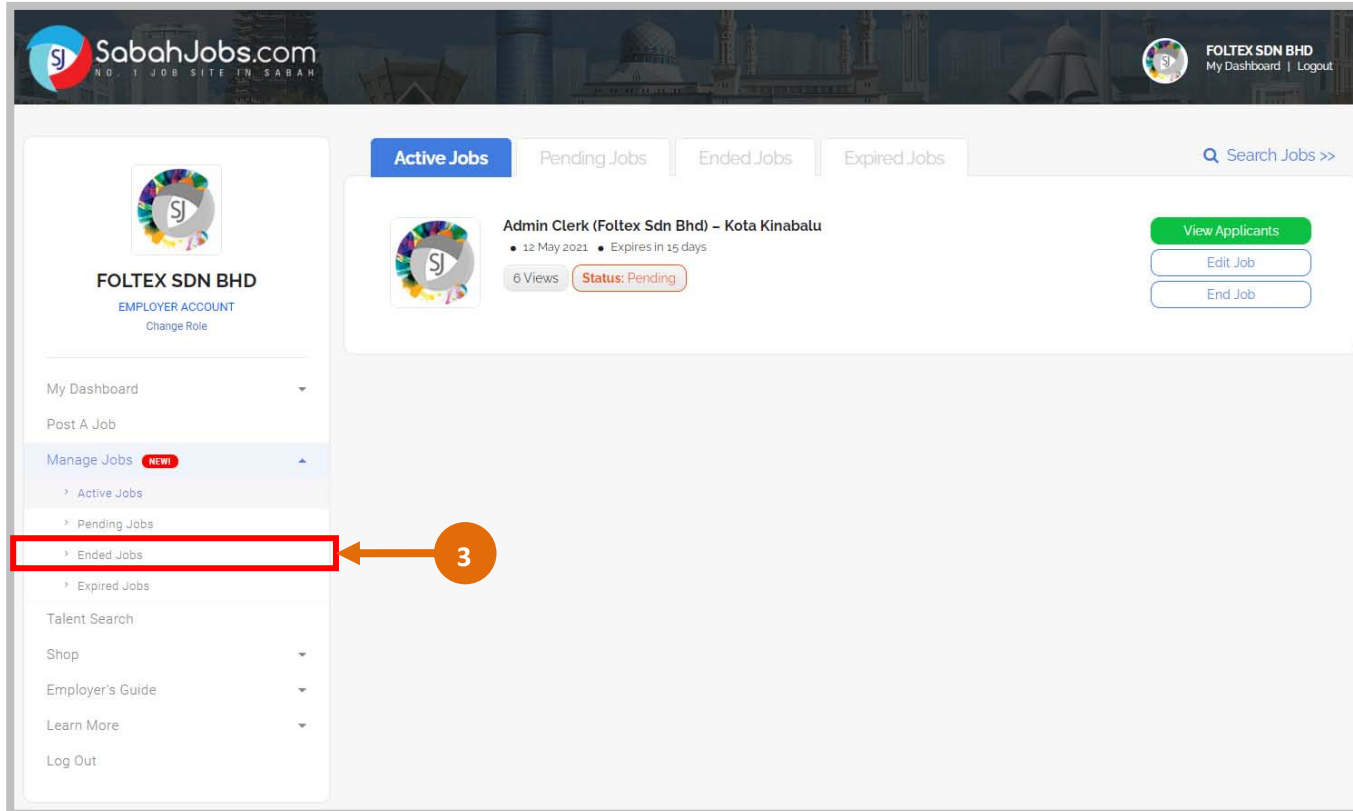


Each job ad submitted via the account will be available to view via your **Dashboard**.

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 - Edit Job
 - End Job
- 2 **Pending Jobs:** Display all job ad drafts that are still pending for system approval, enabling you to;
 - Edit Job
 - Cancel Job
- 3 Ended Jobs: Display all job ads that were ended manually before reaching the expiry date, enabling you to;
 - View Applicants via Talent Management System (TMS)
 - Update the hiring outcome
 - Relist Job
- 4 Expired Jobs: Display all expired job ads, enabling you to;
 - View Applicants via Talent Management System (TMS)
 - Update the hiring outcome
 - Relist Job

| MANAGE JOBS

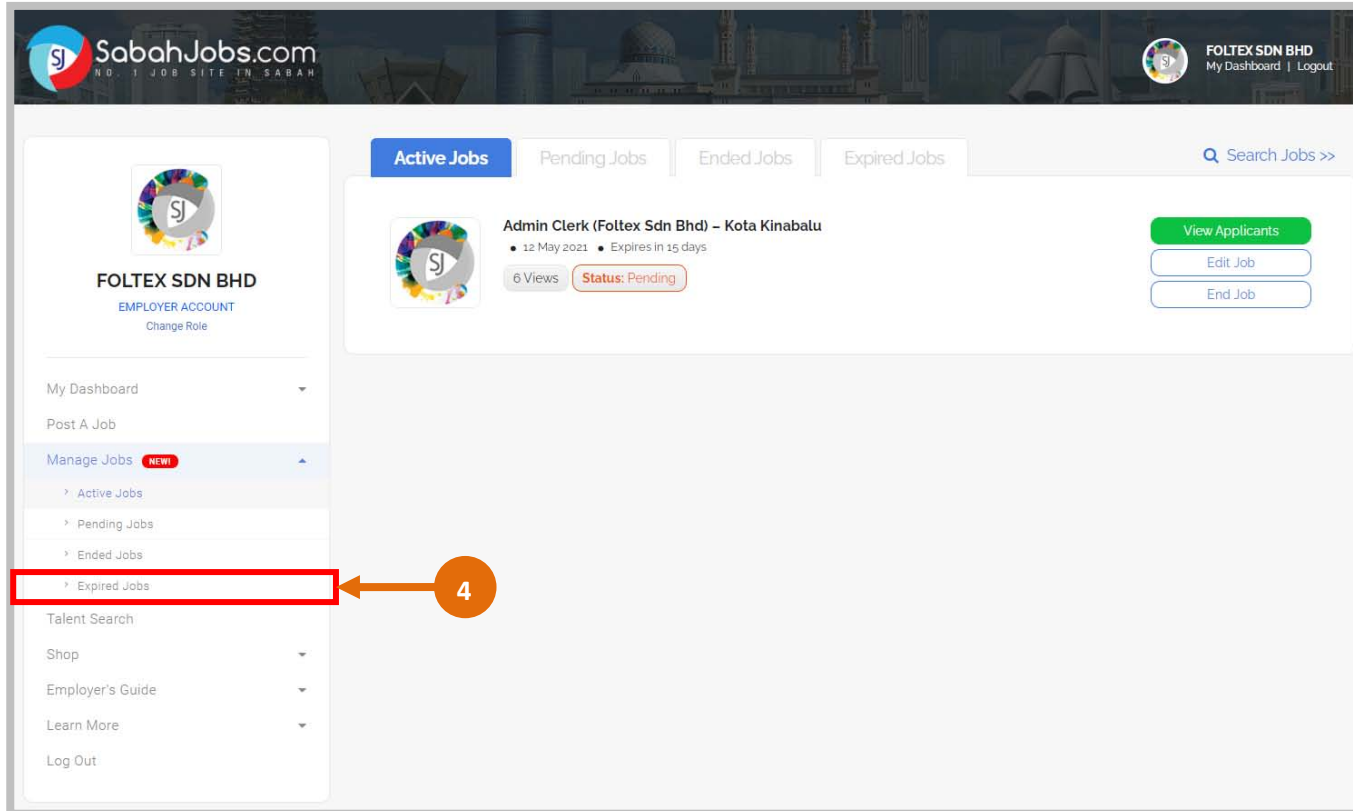


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 - Edit Job
 - Cancel Job
- 3 **Ended Jobs:** Display all job ads that were ended manually before reaching the expiry date, enabling you to;
 - View Applicants via **Talent Management System (TMS)**
 - Update the hiring outcome
 - Relist Job
- 4 Expired Jobs: Display all expired job ads, enabling you to;
 - View Applicants via Talent Management System (TMS)
 - Update the hiring outcome
 - Relist Job

| MANAGE JOBS

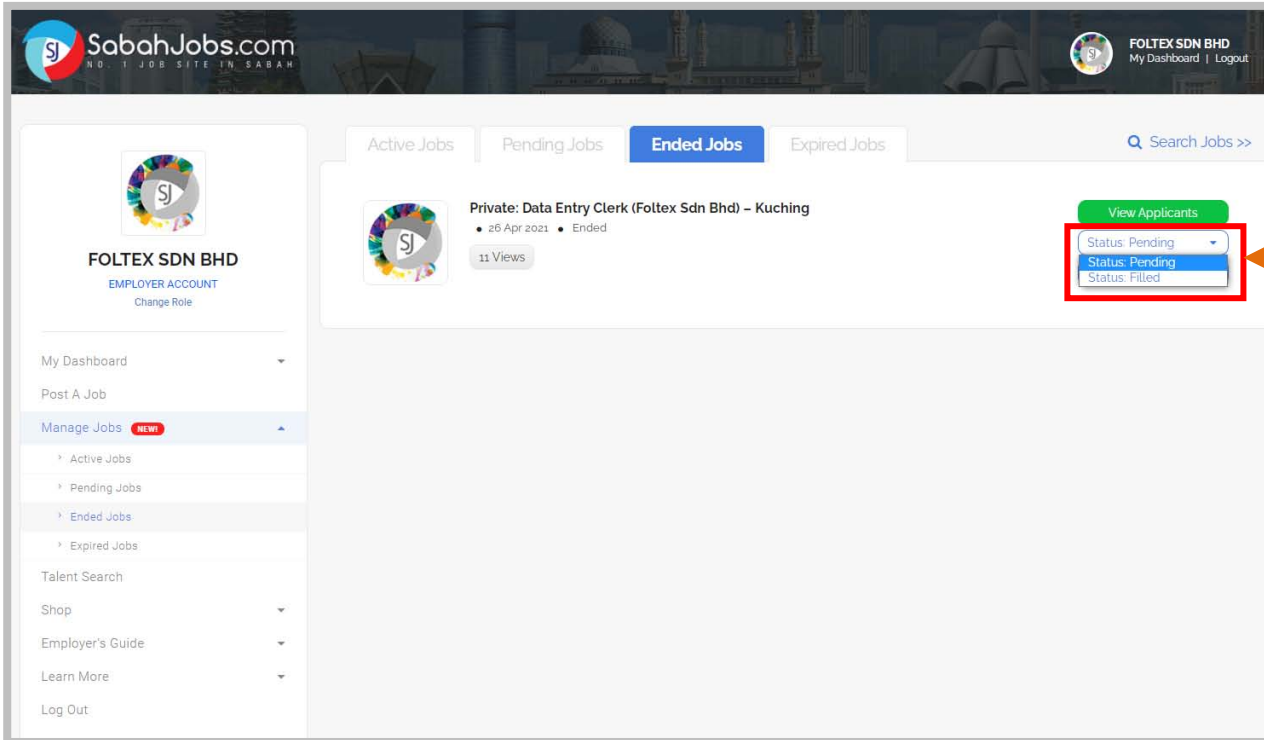


Each job ad submitted via the account will be available to view via your **Dashboard**.

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- 4 **Expired Jobs:** Display all expired job ads, enabling you to;
 - View Applicants via **Talent Management System (TMS)**
 - Update the hiring outcome
 - Relist Job

| MANAGE JOBS



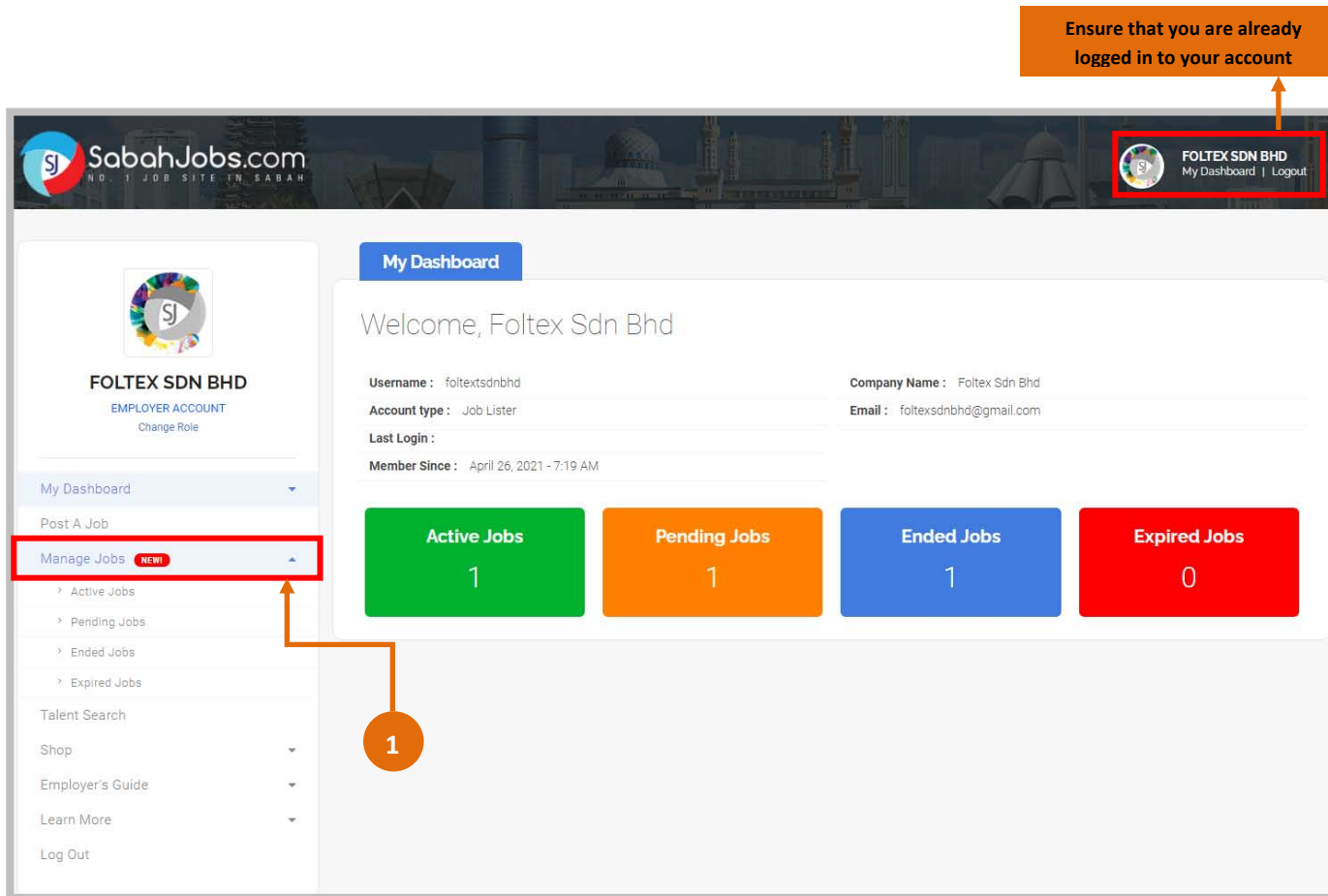
The screenshot shows the SabahJobs.com employer dashboard for FOLTEX SDN BHD. The 'Ended Jobs' tab is selected. A job listing for 'Private: Data Entry Clerk (Foltex Sdn Bhd) – Kuching' is shown, with a 'View Applicants' button. A dropdown menu is open, showing three options: 'Status: Pending', 'Status: Pending', and 'Status: Filled'. An orange arrow points to the dropdown with the number '5'.

5 MANAGING ENDED / EXPIRED JOB AD

Depending on your recruitment progress for each job, you can update the **'Application Status'** from **'Pending'** to **'Filled'** based on the outcome of each job.

[NOTE] For expired job ad, you still have the access to 'Talent Management System (TMS) page'. Click on 'View Applications', and it will lead you to 'Talent Management System (TMS) page' for that specific job.

| TALENT MANAGEMENT SYSTEM (TMS)



Talent Management System (TMS) is available for all employers to view and manage job applicants. To start, click on **'My Dashboard'** to navigate.

Under **'Manage Jobs'**, Click and Choose **'Active Jobs'**

1

Click **'View Applicants'** to access all job applicants via **Talent Management System (TMS)**

2

Start to **View, Filter & Sort** job applicants through:
i. Filter function
ii. Application Status (Mark each applicant from 'New' to 'Shortlisted', 'Hired' or 'Rejected')

3

Click **'Cover Letter'**, to view the candidate's cover letter.

4

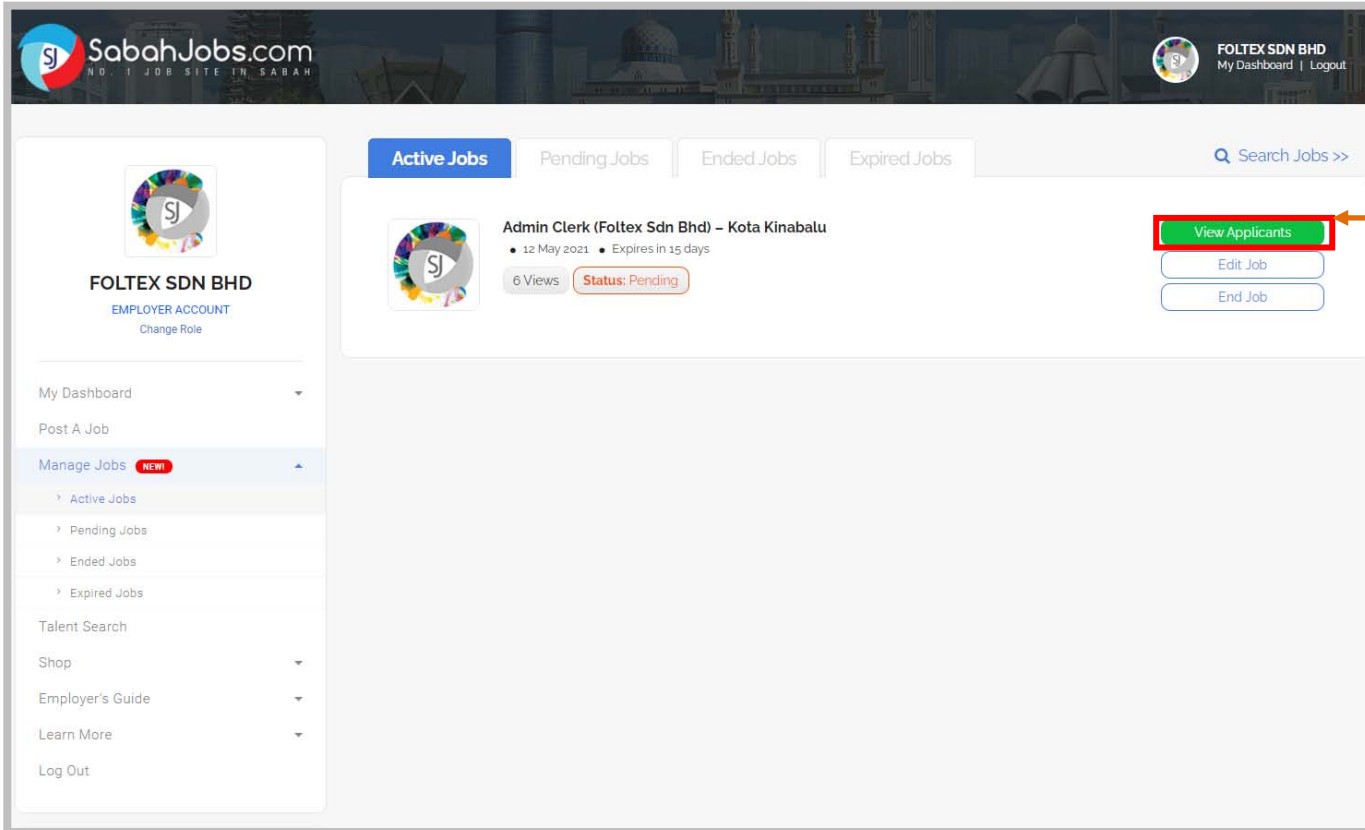
Click on **'Add Notes'** to key-in details of each candidate.

5

Click on **Applicant's NAME** to view his or her **'Online Resume'**

6

| TALENT MANAGEMENT SYSTEM (TMS)

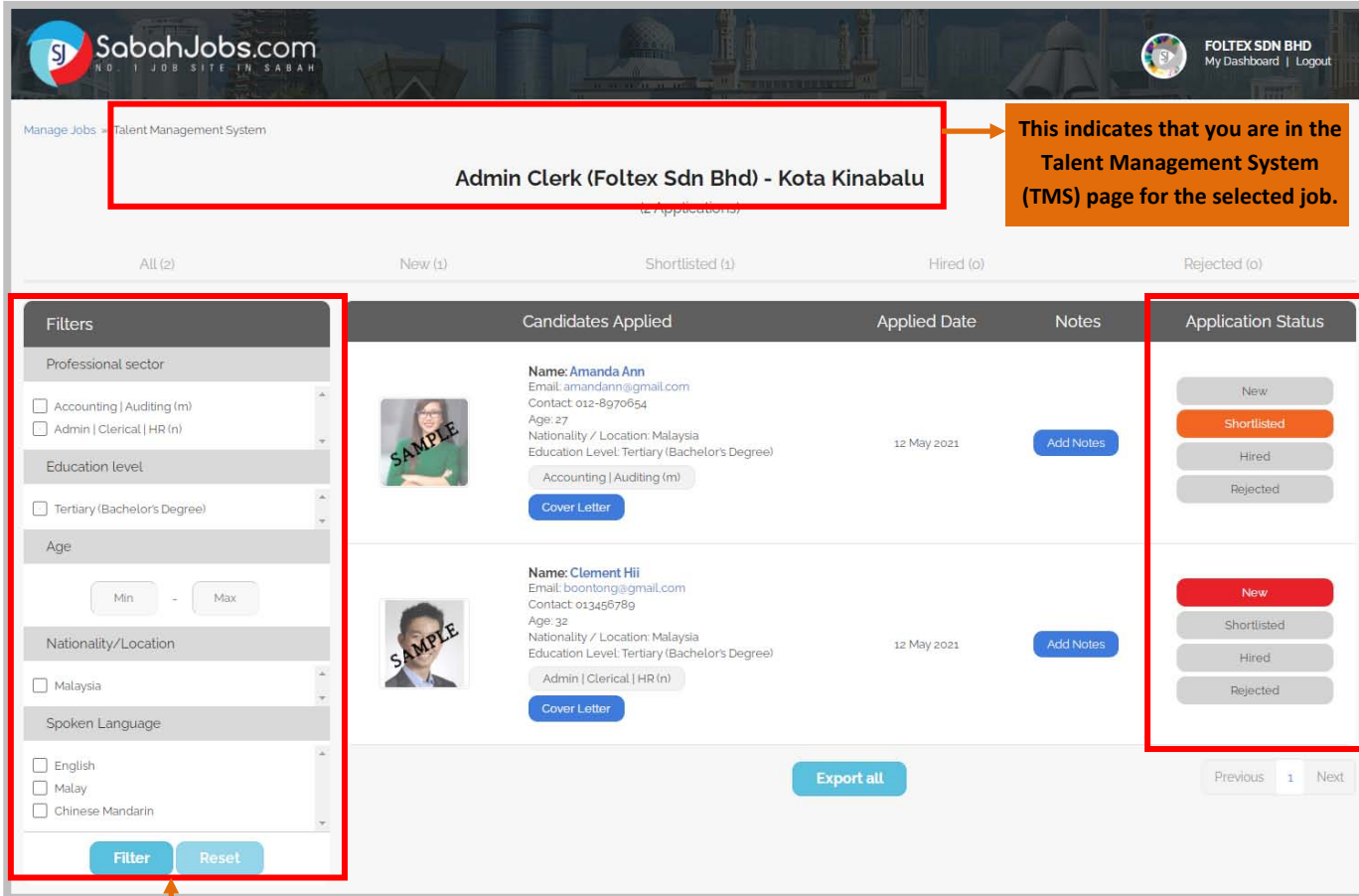


The screenshot displays the SabahJobs.com interface for an employer account. The user is logged in as FOLTEX SDN BHD. The main content area shows a list of jobs under the 'Active Jobs' tab. The first job listed is 'Admin Clerk (Foltex Sdn Bhd) – Kota Kinabalu', which has 6 views and a status of 'Pending'. A red box highlights the 'View Applicants' button for this job, with an orange arrow pointing to step 2 of the instructions.

Talent Management System (TMS) is available for all employers to view and manage job applicants. To start, click on **'My Dashboard'** to navigate.

- 1 Under **'Manage Jobs'**, Click and Choose **'Active Jobs'**
- 2 Click **'View Applicants'** to access all job applicants via **Talent Management System (TMS)**
- 3 Start to **View, Filter & Sort** job applicants through:
 - i. Filter function
 - ii. Application Status (Mark each applicant from 'New' to 'Shortlisted', 'Hired' or 'Rejected')
- 4 Click **'Cover Letter'**, to view the candidate's cover letter.
- 5 Click on **'Add Notes'** to key-in details of each candidate.
- 6 Click on **Applicant's NAME** to view his or her **'Online Resume'**

| TALENT MANAGEMENT SYSTEM (TMS)



Admin Clerk (Foltex Sdn Bhd) - Kota Kinabalu

This indicates that you are in the Talent Management System (TMS) page for the selected job.

Filters	Candidates Applied	Applied Date	Notes	Application Status
Professional sector <input type="checkbox"/> Accounting Auditing (m) <input type="checkbox"/> Admin Clerical HR (n)	Name: Amanda Ann Email: amandann@gmail.com Contact: 012-8970654 Age: 27 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree) Accounting Auditing (m) Cover Letter	12 May 2021	Add Notes	<input type="button" value="New"/> <input type="button" value="Shortlisted"/> <input type="button" value="Hired"/> <input type="button" value="Rejected"/>
Education level <input type="checkbox"/> Tertiary (Bachelor's Degree)	Name: Clement Hii Email: boontong@gmail.com Contact: 013456789 Age: 32 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree) Admin Clerical HR (n) Cover Letter	12 May 2021	Add Notes	<input type="button" value="New"/> <input type="button" value="Shortlisted"/> <input type="button" value="Hired"/> <input type="button" value="Rejected"/>

Filter Reset

Export all

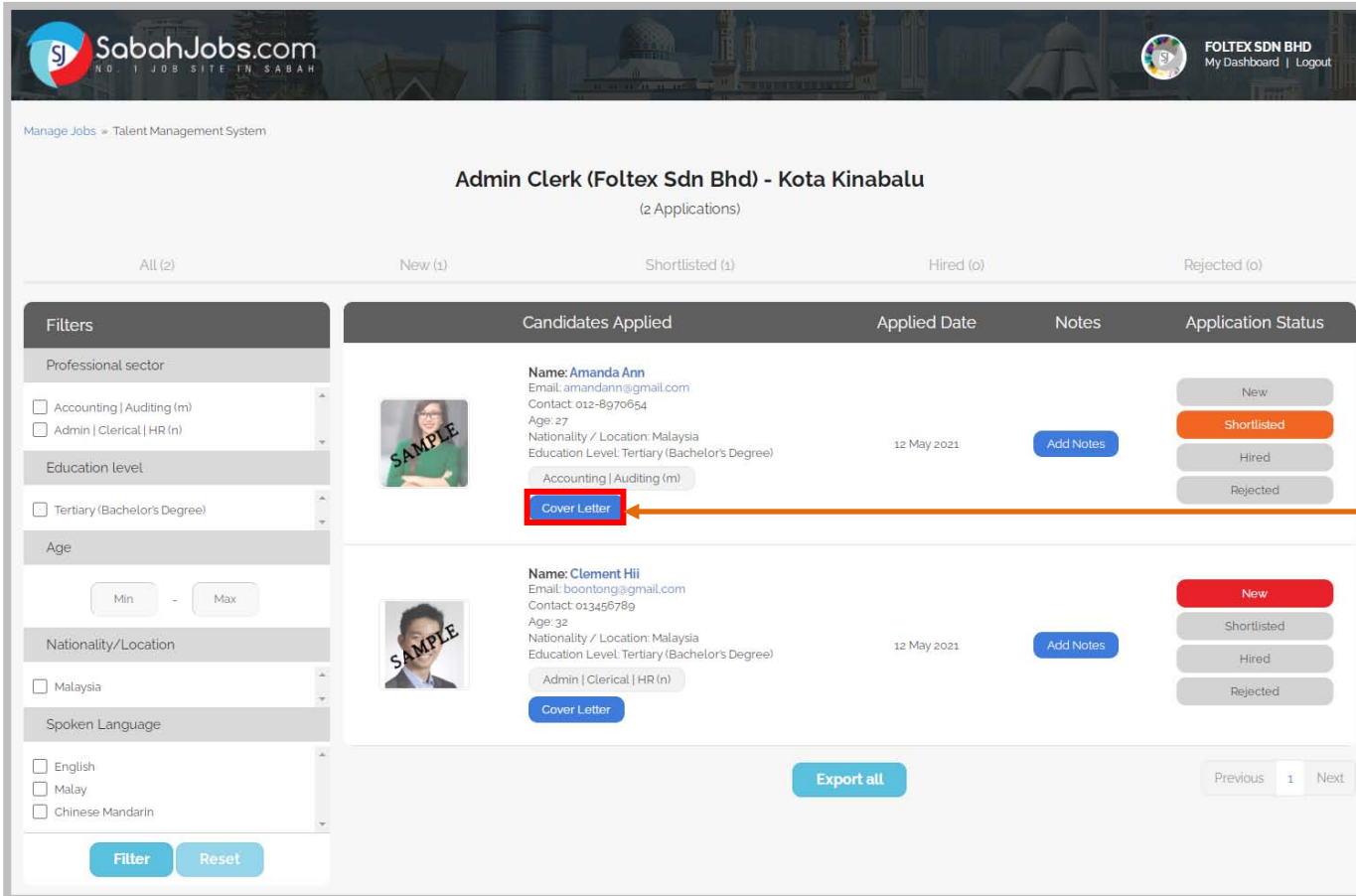
Previous 1 Next

Talent Management System (TMS) is available for all employers to view and manage job applicants. To start, click on '**My Dashboard**' to navigate.

- 1 Under '**Manage Jobs**', Click and Choose '**Active Jobs**'
- 2 Click '**View Applicants**' to access all job applicants via **Talent Management System (TMS)**
- 3 Start to **View, Filter & Sort** job applicants through:
 - i. Filter function
 - ii. Application Status (Mark each applicant from '**New**' to '**Shortlisted**', '**Hired**' or '**Rejected**')
- 4 Click '**Cover Letter**', to view the candidate's cover letter.
- 5 Click on '**Add Notes**' to key-in details of each candidate.
- 6 Click on **Applicant's NAME** to view his or her '**Online Resume**'

| TALENT MANAGEMENT SYSTEM (TMS)

Talent Management System (TMS) is available for all employers to view and manage job applicants. To start, click on **'My Dashboard'** to navigate.



The screenshot shows the TMS interface for the job 'Admin Clerk (Foltex Sdn Bhd) - Kota Kinabalu' with 2 applications. The interface includes a sidebar with filters for Professional sector, Education level, Age, Nationality/Location, and Spoken Language. The main area displays a table of candidates with columns for Candidates Applied, Applied Date, Notes, and Application Status. Two candidates are listed: Amanda Ann and Clement Hii. An orange arrow points to the 'Cover Letter' button for Amanda Ann.

Filters	Candidates Applied	Applied Date	Notes	Application Status
Professional sector <input type="checkbox"/> Accounting Auditing (m) <input type="checkbox"/> Admin Clerical HR (n)	Name: Amanda Ann Email: amandann@gmail.com Contact: 012-8970654 Age: 27 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree) Accounting Auditing (m) Cover Letter	12 May 2021	Add Notes	<input type="button" value="New"/> <input type="button" value="Shortlisted"/> <input type="button" value="Hired"/> <input type="button" value="Rejected"/>
Education level <input type="checkbox"/> Tertiary (Bachelor's Degree)	Name: Clement Hii Email: boontong@gmail.com Contact: 013456789 Age: 32 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree) Admin Clerical HR (n) Cover Letter	12 May 2021	Add Notes	<input type="button" value="New"/> <input type="button" value="Shortlisted"/> <input type="button" value="Hired"/> <input type="button" value="Rejected"/>

1

Under **'Manage Jobs'**, Click and Choose **'Active Jobs'**

2

Click **'View Applicants'** to access all job applicants via **Talent Management System (TMS)**

3

Start to **View, Filter & Sort** job applicants through:
 i. Filter function
 ii. Application Status (Mark each applicant from 'New' to 'Shortlisted', 'Hired' or 'Rejected')

4

Click **'Cover Letter'**, to view the candidate's cover letter.

5

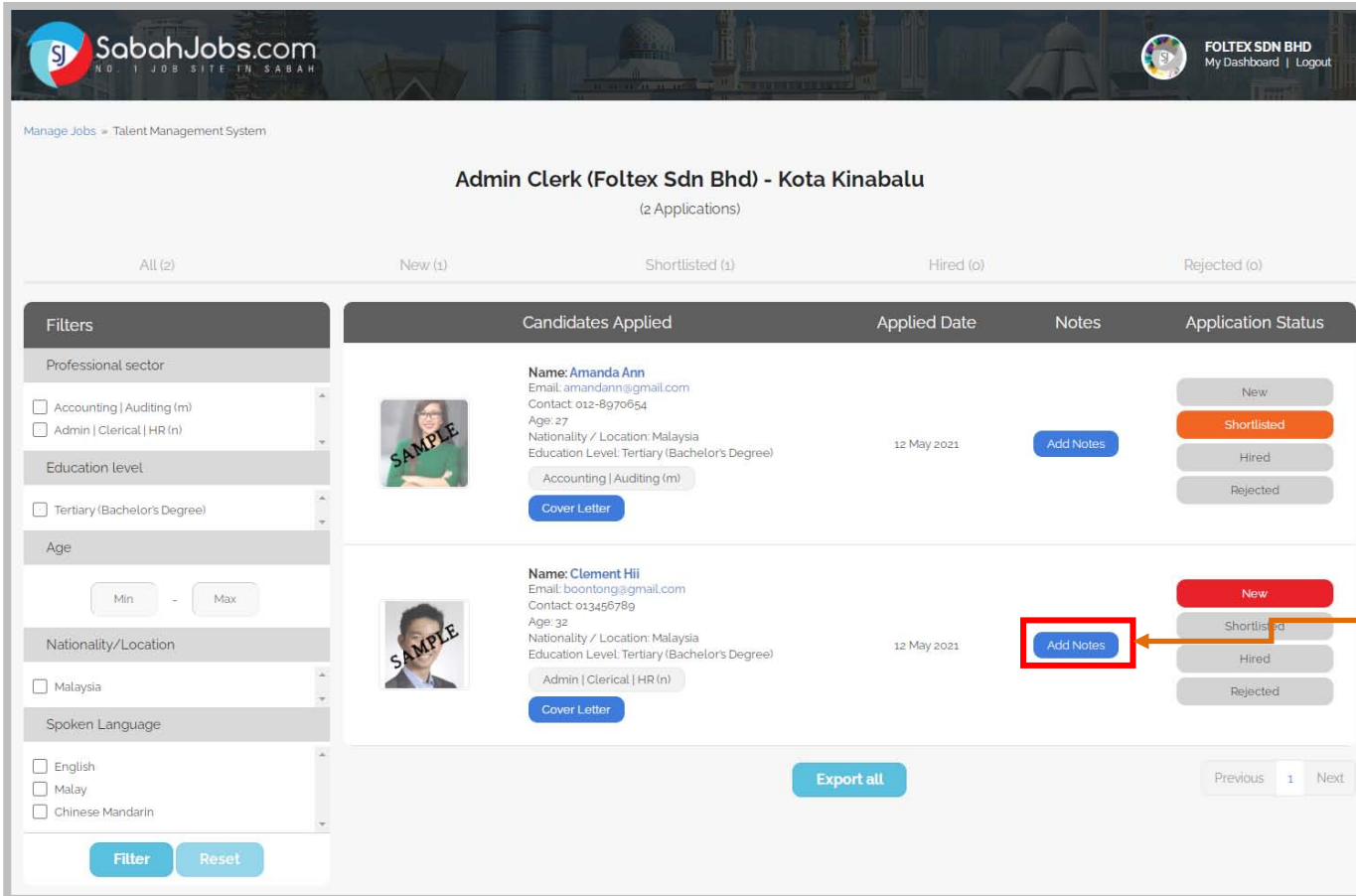
Click on **'Add Notes'** to key-in details of each candidate.

6

Click on **Applicant's NAME** to view his or her **'Online Resume'**

| TALENT MANAGEMENT SYSTEM (TMS)



Talent Management System (TMS) is available for all employers to view and manage job applicants. To start, click on **'My Dashboard'** to navigate.



Manage Jobs » Talent Management System

Admin Clerk (Foltex Sdn Bhd) - Kota Kinabalu
(2 Applications)

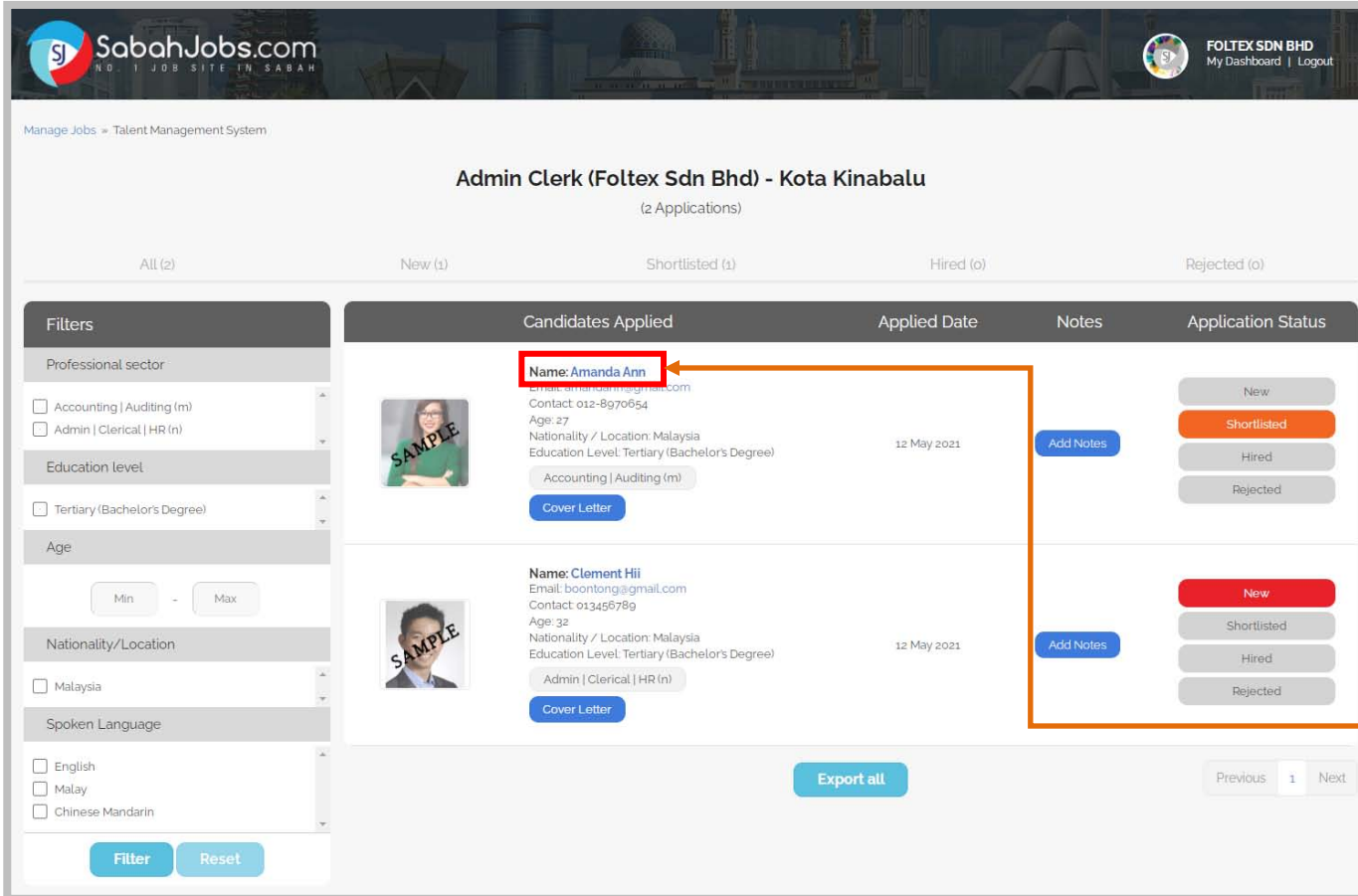
All (2) New (1) Shortlisted (1) Hired (0) Rejected (0)

Filters	Candidates Applied	Applied Date	Notes	Application Status
Professional sector <input type="checkbox"/> Accounting Auditing (m) <input type="checkbox"/> Admin Clerical HR (n)	 Name: Amanda Ann Email: amandann@gmail.com Contact: 012-8970654 Age: 27 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree) Accounting Auditing (m) Cover Letter	12 May 2021	Add Notes	<input type="button" value="New"/> <input type="button" value="Shortlisted"/> <input type="button" value="Hired"/> <input type="button" value="Rejected"/>
Education level <input type="checkbox"/> Tertiary (Bachelor's Degree)	 Name: Clement Hii Email: boontong@gmail.com Contact: 013456789 Age: 32 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree) Admin Clerical HR (n) Cover Letter	12 May 2021	Add Notes	<input type="button" value="New"/> <input type="button" value="Shortlisted"/> <input type="button" value="Hired"/> <input type="button" value="Rejected"/>

Export all Previous 1 Next

- 1 Under **'Manage Jobs'**, Click and Choose **'Active Jobs'**
- 2 Click **'View Applicants'** to access all job applicants via **Talent Management System (TMS)**
- 3 Start to **View, Filter & Sort** job applicants through:
 - i. Filter function
 - ii. Application Status (Mark each applicant from 'New' to 'Shortlisted', 'Hired' or 'Rejected')
- 4 Click **'Cover Letter'**, to view the candidate's cover letter.
- 5 Click on **'Add Notes'** to key-in details of each candidate.
- 6 Click on **Applicant's NAME** to view his or her **'Online Resume'**



| TALENT MANAGEMENT SYSTEM (TMS)



Manage Jobs » Talent Management System

Admin Clerk (Foltex Sdn Bhd) - Kota Kinabalu
(2 Applications)

All (2) New (1) Shortlisted (1) Hired (0) Rejected (0)

Filters	Candidates Applied	Applied Date	Notes	Application Status
Professional sector <input type="checkbox"/> Accounting Auditing (m) <input type="checkbox"/> Admin Clerical HR (n)	 <p>Name: Amanda Ann Email: amannan@magnum.com Contact: 012-8970654 Age: 27 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree) Accounting Auditing (m) Cover Letter</p>	12 May 2021	Add Notes	<input type="button" value="New"/> <input type="button" value="Shortlisted"/> <input type="button" value="Hired"/> <input type="button" value="Rejected"/>
Education level <input type="checkbox"/> Tertiary (Bachelor's Degree)	 <p>Name: Clement Hii Email: boontong@gmail.com Contact: 013456789 Age: 32 Nationality / Location: Malaysia Education Level: Tertiary (Bachelor's Degree) Admin Clerical HR (n) Cover Letter</p>	12 May 2021	Add Notes	<input type="button" value="New"/> <input type="button" value="Shortlisted"/> <input type="button" value="Hired"/> <input type="button" value="Rejected"/>

Export all Previous 1 Next

1

Talent Management System (TMS) is available for all employers to view and manage job applicants. To start, click on **'My Dashboard'** to navigate.

2

Click **'View Applicants'** to access all job applicants via **Talent Management System (TMS)**

3

Start to **View, Filter & Sort** job applicants through:
 i. Filter function
 ii. Application Status (Mark each applicant from 'New' to 'Shortlisted', 'Hired' or 'Rejected')

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Click **'Cover Letter'**, to view the candidate's cover letter.

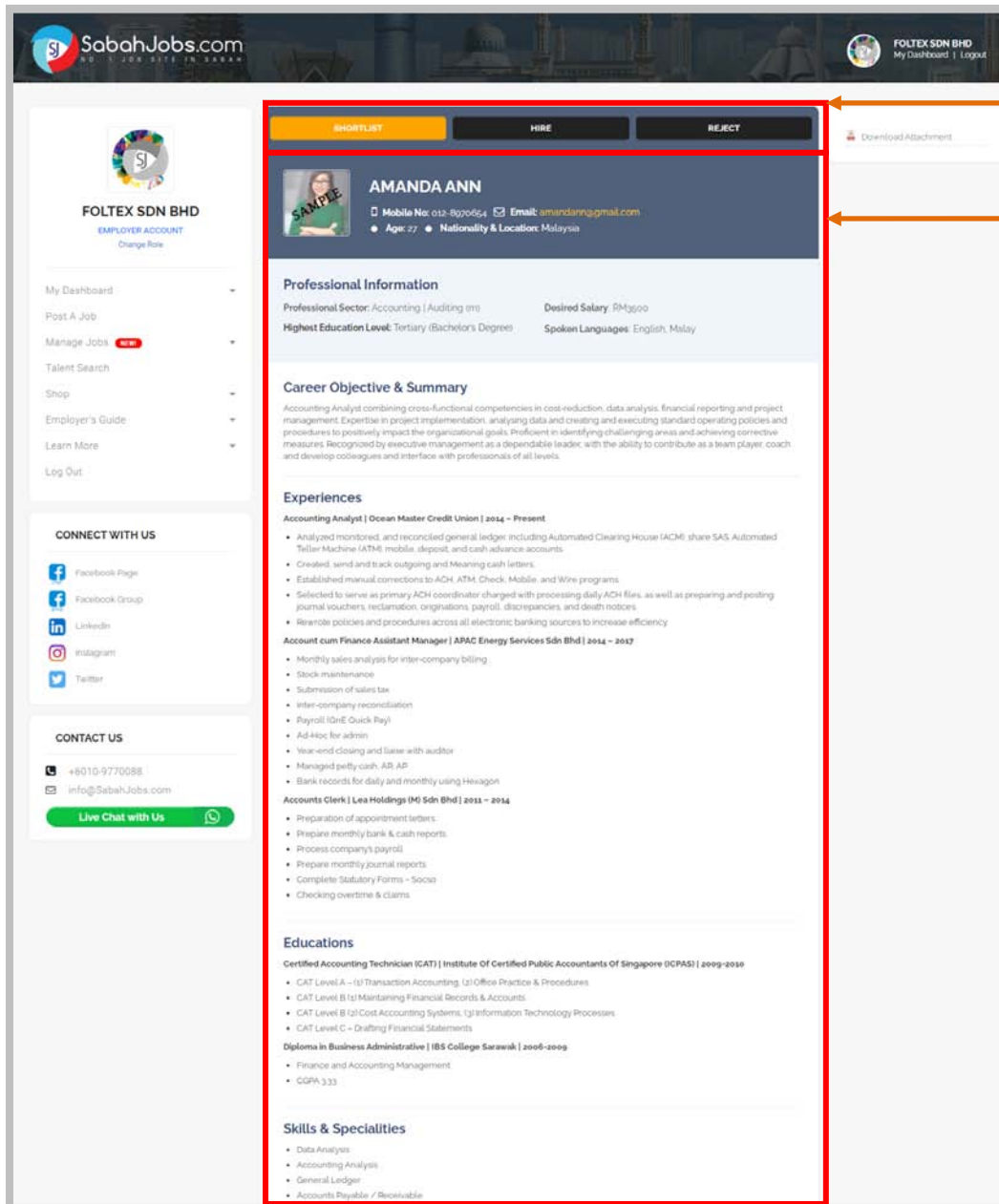
5

Click on **'Add Notes'** to key-in details of each candidate.

6

Click on **Applicant's NAME** to view his or her **'Online Resume'**

| TALENT MANAGEMENT SYSTEM (TMS)



The screenshot displays the SabahJobs.com interface for an employer account. The candidate profile for Amanda Ann is shown with the following details:

- Professional Information:** Professional Sector: Accounting (Auditing etc), Desired Salary: RM3600, Highest Education Level: Tertiary (Bachelor's Degree), Spoken Languages: English, Malay.
- Career Objective & Summary:** Accounting Analyst combining cross-functional competencies in cost-reduction, data analysis, financial reporting and project management. Expertise in project implementation, analyzing data and creating and executing standard operating policies and procedures to positively impact the organizational goals. Proficient in identifying challenging areas and achieving corrective measures. Recognized by executive management as a dependable leader, with the ability to contribute as a team player, coach and develop colleagues and interface with professionals of all levels.
- Experiences:**
 - Accounting Analyst | Ocean Master Credit Union | 2014 - Present**
 - Analyzed, monitored, and reconciled general ledger, including Automated Clearing House (ACH), share SAS, Automated Teller Machine (ATM), mobile, slipcast, and cash advance accounts.
 - Created, send and track outgoing and incoming cash letters.
 - Established manual corrections to ACH, ATM, Check, Mobile, and Wire programs.
 - Selected to serve as primary ACH coordinator charged with processing daily ACH files, as well as preparing and posting journal vouchers, reclamations, originations, payroll, discrepancies, and death notices.
 - Revised policies and procedures across all electronic banking sources to increase efficiency.
 - Account cum Finance Assistant Manager | APAC Energy Services Sdn Bhd | 2014 - 2017**
 - Monthly sales analysis for inter-company billing.
 - Stock maintenance.
 - Submission of sales tax.
 - Inter-company reconciliation.
 - Payroll (QnE Quick Pay).
 - Ad-Hoc for admin.
 - Year-end closing and liaise with auditor.
 - Managed petty cash, AR, AP.
 - Bank records for daily and monthly using Hexagon.
 - Accounts Clerk | Lea Holdings (M) Sdn Bhd | 2013 - 2014**
 - Preparation of appointment letters.
 - Prepare monthly bank & cash reports.
 - Process company's payroll.
 - Prepare monthly journal reports.
 - Complete Statutory Forms - Socso.
 - Checking overtime & claims.
- Educations:**
 - Certified Accounting Technician (CAT) | Institute Of Certified Public Accountants Of Singapore (ICPAS) | 2009-2010**
 - CAT Level A - (1) Transaction Accounting, (2) Office Practice & Procedures.
 - CAT Level B (1) Maintaining Financial Records & Accounts.
 - CAT Level B (2) Cost Accounting Systems, (3) Information Technology Processes.
 - CAT Level C - Drafting Financial Statements.
 - Diploma in Business Administrative | IBS College Sarawak | 2008-2009**
 - Finance and Accounting Management.
 - CGPA: 3.33.
- Skills & Specialities:**
 - Data Analysis.
 - Accounting Analysis.
 - General Ledger.
 - Accounts Payable / Receivable.

This is a candidate's Online Resume Page. Once you have reviewed each Online Resume, Select one of the three buttons:

'Shortlisted', 'Hired' or 'Rejected'

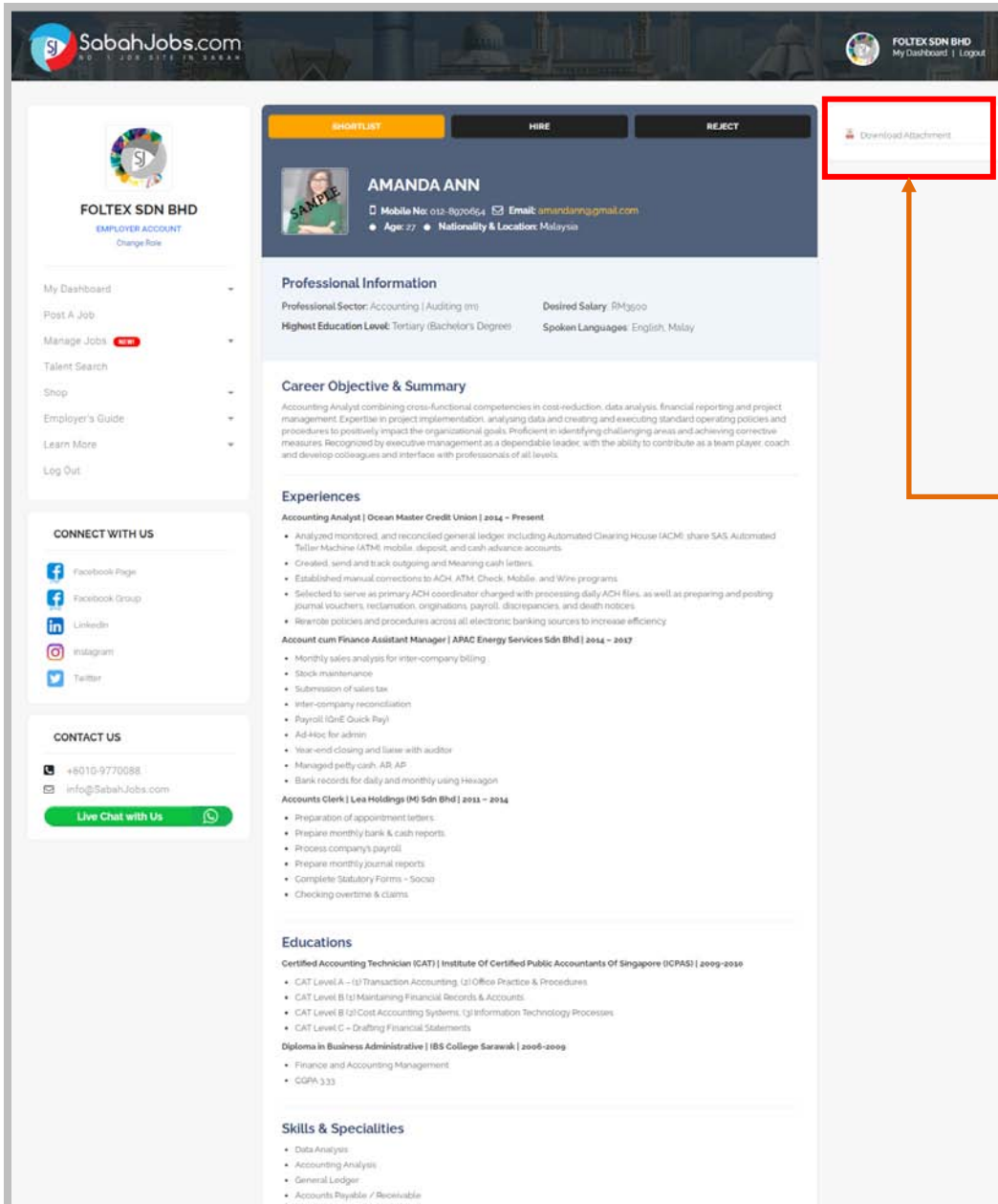
1

- Online Resume includes applicant's;
- Professional Information
 - Career Objective & Summary
 - Experiences
 - Educations
 - Skills & Specialities

2

On the candidate's Online Resume Page, if an additional attachment is available, it will be shown on the top right corner. Click on 'Download Attachment'

| TALENT MANAGEMENT SYSTEM (TMS)



The screenshot displays the SabahJobs.com interface for an employer account (FOLTEX SDN BHD). The candidate profile for AMANDA ANN is shown, with a 'Download Attachment' button highlighted in a red box. The profile includes sections for Professional Information, Career Objective & Summary, Experiences, and Educations.

This is a candidate's Online Resume Page. Once you have reviewed each Online Resume, Select one of the three buttons:

‘Shortlisted’, ‘Hired’ or ‘Rejected’

1

Online Resume includes applicant's;

- Professional Information
- Career Objective & Summary
- Experiences
- Educations
- Skills & Specialities


2

On the candidate's Online Resume Page, if an additional attachment is available, it will be shown on the top right corner. Click on 'Download Attachment'

EMAIL NOTIFICATION

Angela Tan - Application for job " Quantity Surveyors (Mega City Avenue Sdn Bhd) – Penampang " On SabahJobs.com

SabahJobs.com
to me



Dear Employer,
You received an application from SabahJobs.com

Position : Quantity Surveyors (Mega City Avenue Sdn Bhd) – Penampang
Job Link : <https://sabahjobs.com/job/2018-19042018a10/>
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APPLICATION SUMMARY

Username : Angela Tan
Job Seeker E-mail : Angela_Tan@gmail.com
Cover Letter : I would like to apply for this position

Online Resume : <https://sabahjobs.com/resumes/298918085aa8ce31e030defaa8ce5625e/>
(Login and click on the above link to view this applicant's online resume)





Offline Resume : [Download](#)

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When a job seeker applies to your job at SabahJobs.com, you will receive Job email notification to your registered email address from SabahJobs' email system (info@SabahJobs.com).

1 Access your INBOX to retrieve job applications (i.e. Gmail, Yahoo, Hotmail, Outlook, etc...).

Look for emails from info@SabahJobs.com

Note: Apart from receiving applications via our system, applicants may email to you directly since your email is revealed when promoting your job.

2 Refer to section 'APPLICATION SUMMARY' for applicant's information which contains;


1. Applicant's Username & E-mail
2. Cover Letter
3. Applicant's Online Resume
4. Applicant's Offline Resume

(This is not compulsory, hence it will not be shown if an applicant chooses not to upload any supporting document during his or her application)

| EMAIL NOTIFICATION

Angela Tan - Application for job " Quantity Surveyors (Mega City Avenue Sdn Bhd) – Penampang " On SabahJobs.com

SabahJobs.com
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| CONTACT & RESPOND TO APPLICANTS

NOTIFICATION EMAIL

APPLICATION SUMMARY

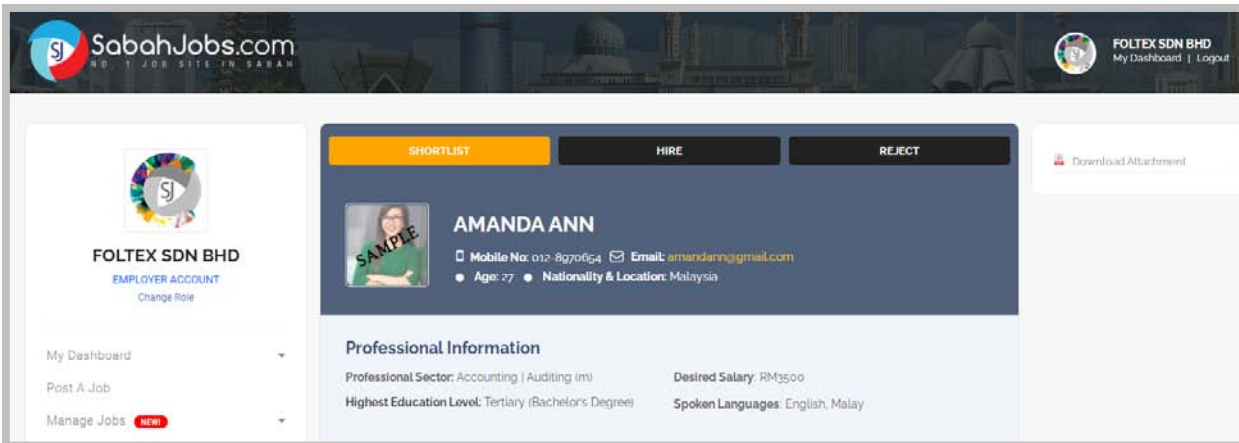
Username : Angela Tan
JobSeeker E-mail : Angela_Tan@gmail.com
Cover Letter : I would like to apply for this position
Online Resume : <https://sabahjobs.com/resumes/298918085aa8ce31e030defaa8ce5625e/>
(Login and click on the above link to view this applicant's online resume)
Offline Resume : [Download](#)

It is ideal and good to contact the shortlisted candidates ASAP to arrange for a phone interview OR face-to-face interview before your job advertisement ends.

It is best not to wait till 30 days or more to arrange interview appointments.

1 Via **NOTIFICATION EMAIL:** Applicants' Email address is found under the 'APPLICATION SUMMARY' section

2 Via **ONLINE RESUME:** Candidate's Mobile number can be found under the 'Cover Letter' or 'Online Resume' or 'Attachment'.



The screenshot shows the SabahJobs.com employer dashboard for FOLTEX SDN BHD. The candidate profile for AMANDA ANN is displayed with the following details:

- Mobile No:** 012-8270654
- Email:** amandann@gmail.com
- Age:** 27
- Nationality & Location:** Malaysia
- Professional Information:**
 - Professional Sector: Accounting | Auditing (tm)
 - Desired Salary: RM3500
 - Highest Education Level: Tertiary (Bachelor's Degree)
 - Spoken Languages: English, Malay

| CONTACT & RESPOND TO APPLICANTS

NOTIFICATION EMAIL

APPLICATION SUMMARY

Username : Angela Tan
Job Seeker E-mail : Angela_Tan@gmail.com
Cover Letter : I would like to apply for this position

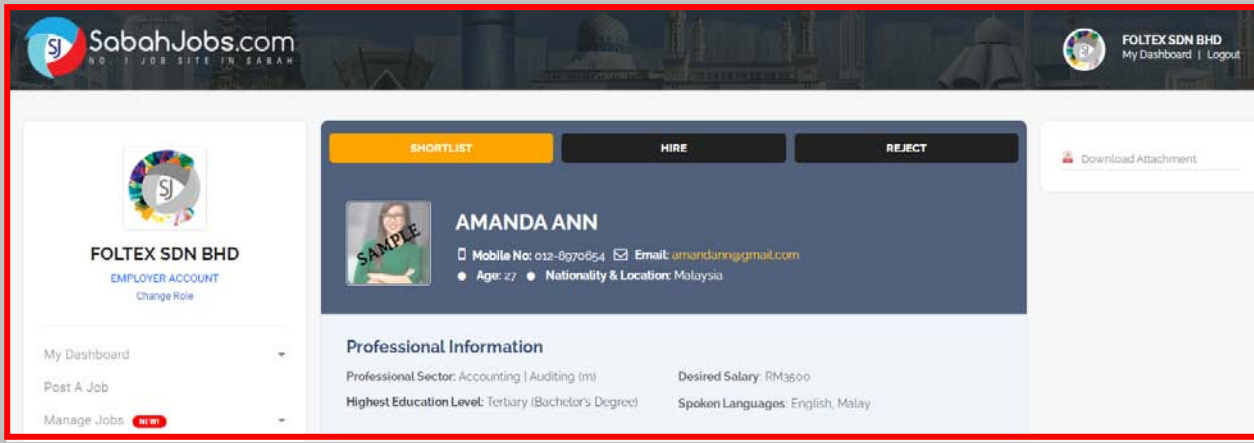
Online Resume : <https://sarawakjobs.com/resumes/298618085aa8ce41e0305/>
 (Login and click on the above link to view this applicant's online resume)
Offline Resume : [Download](#)

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1

Via NOTIFICATION EMAIL: Applicants' Email address is found under the 'APPLICATION SUMMARY' section



The screenshot shows the SabahJobs.com interface for an employer account (FOLTEX SDN BHD). The candidate profile for AMANDA ANN is displayed, including her mobile number (012-9970654), email (amandann@gmail.com), age (27), and location (Malaysia). Professional information such as her sector (Accounting | Auditing (m)), desired salary (RM3500), education level (Tertiary | Bachelor's Degree), and spoken languages (English, Malay) are also visible. A red box highlights the candidate's profile, and an orange arrow points from a '2' in a circle to the 'Cover Letter' or 'Online Resume' area.

2

Via ONLINE RESUME: Candidate's Mobile number can be found under the 'Cover Letter' or 'Online Resume' or 'Attachment'.