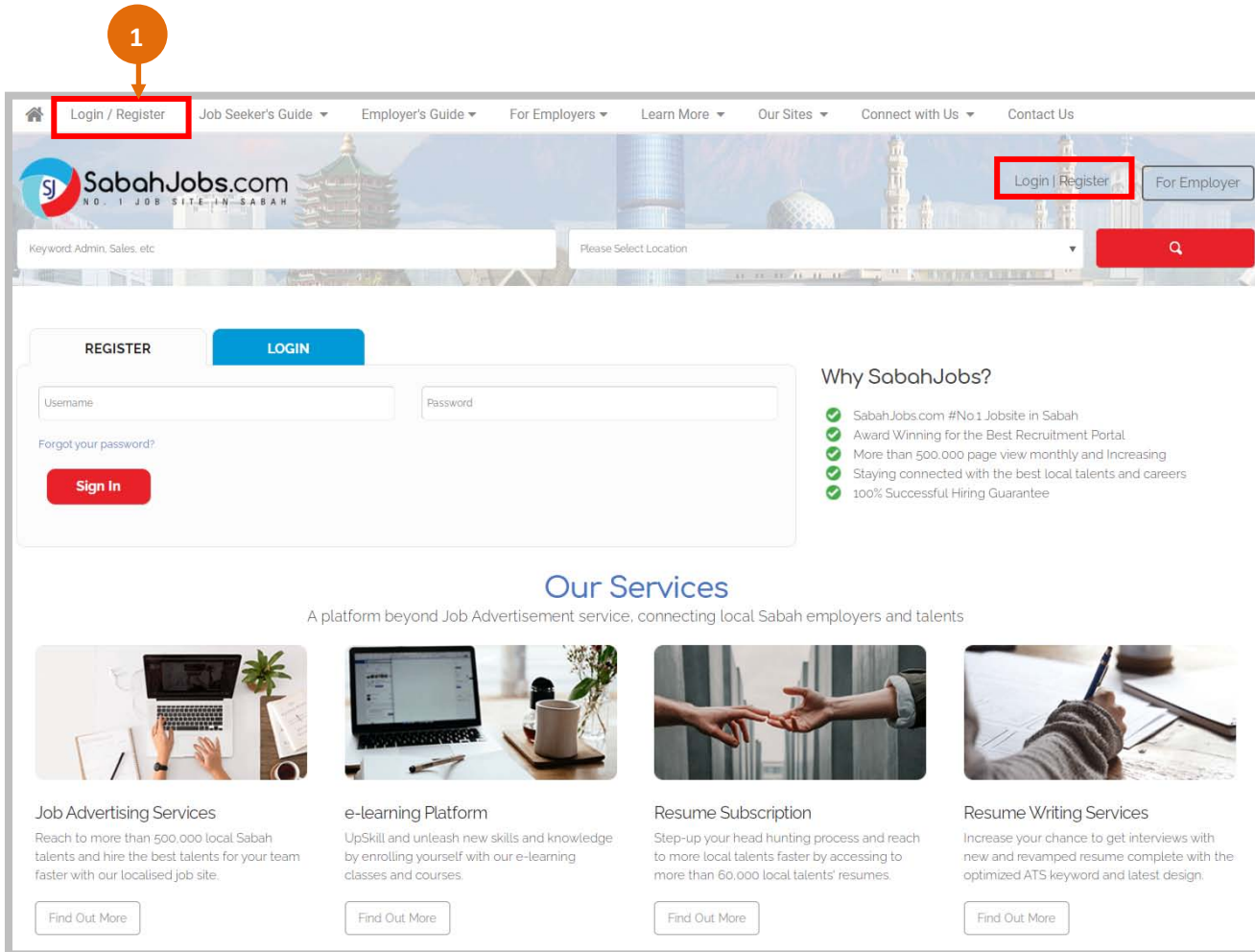


JOB SEEKER'S GUIDE

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



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

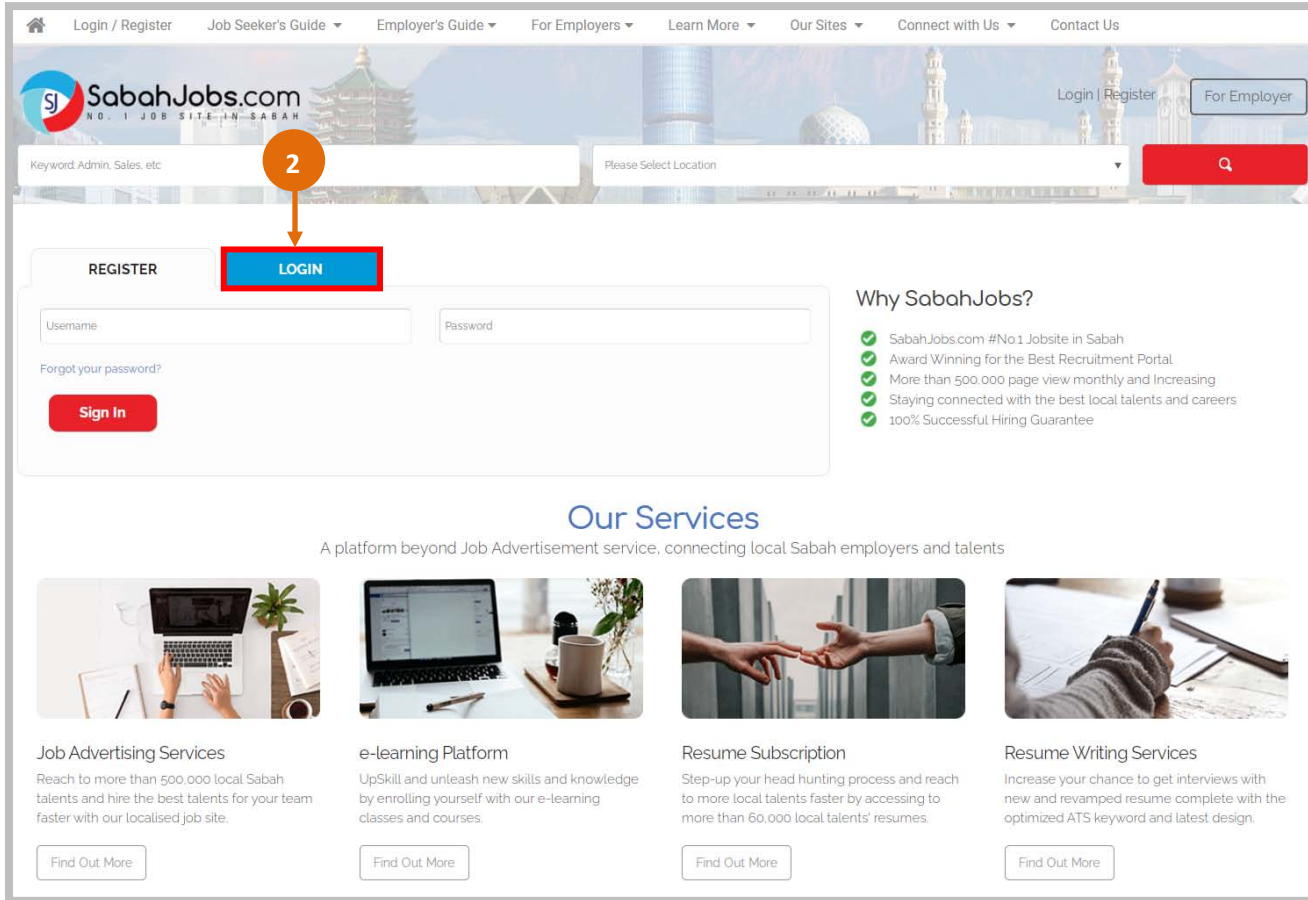
e-learning Platform
UpSkill and unleash new skills and knowledge by enrolling yourself with our e-learning classes and courses.
Find Out More

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

| JOB SEEKER'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

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- ✓ 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

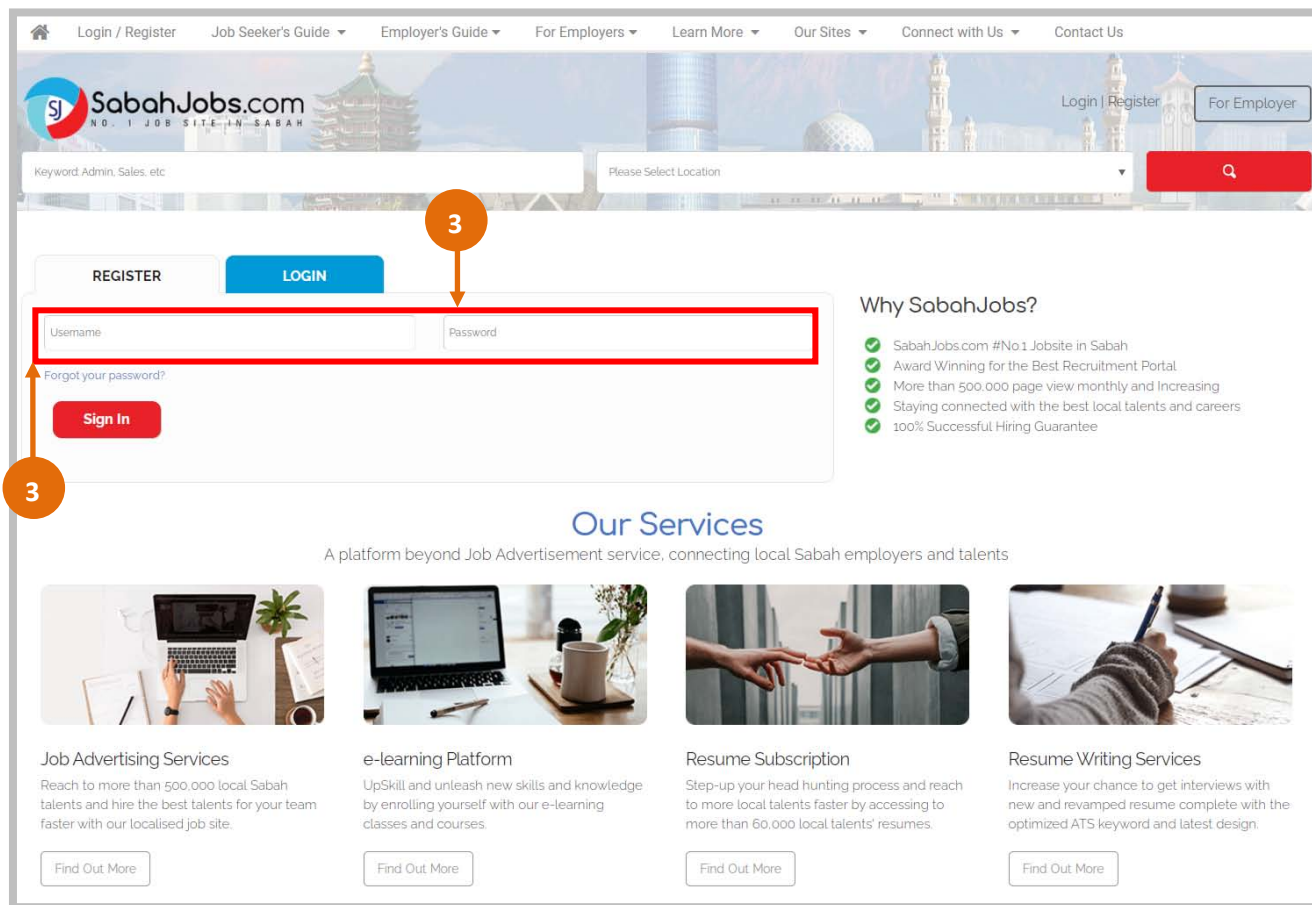
Resume Writing Services

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

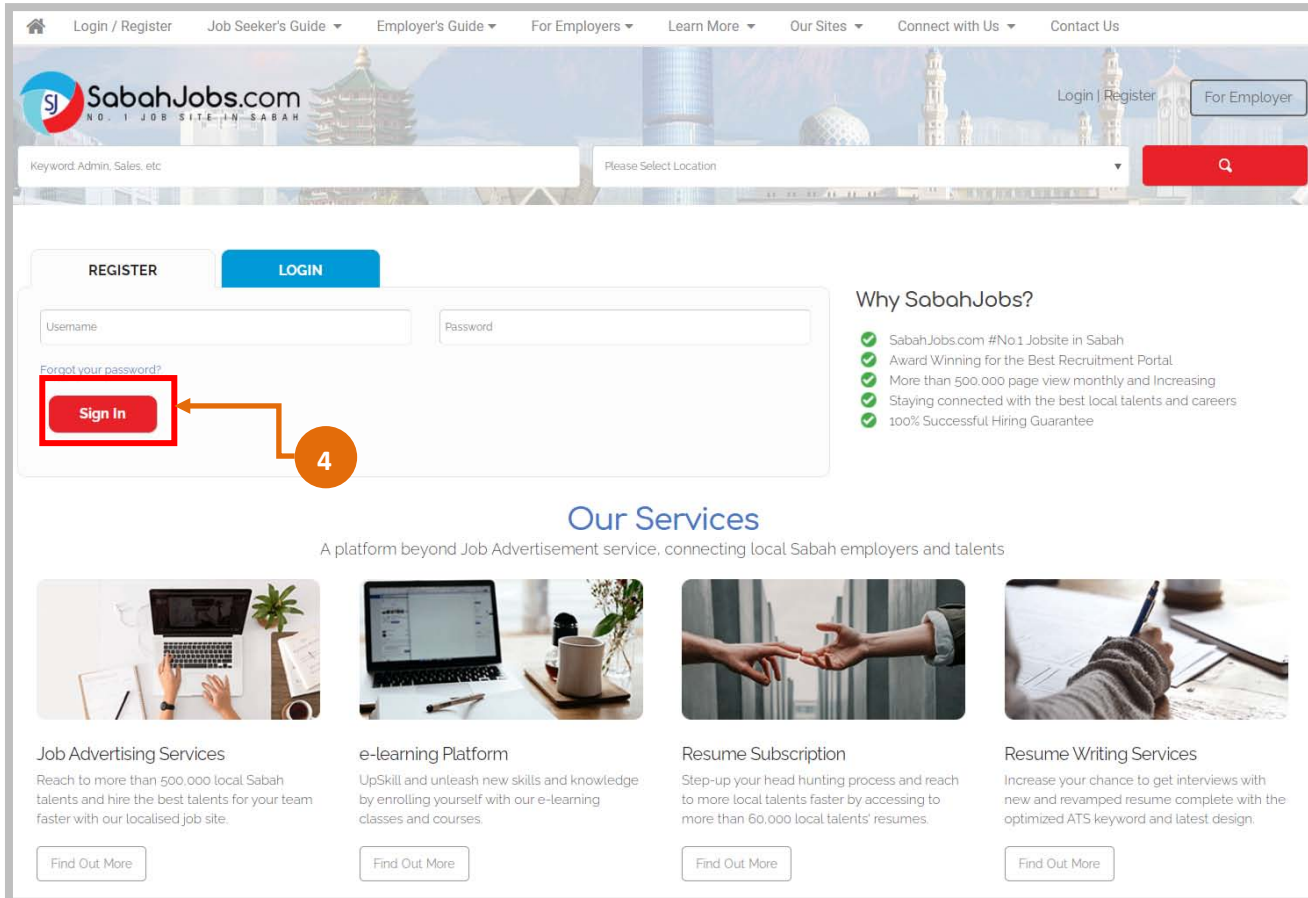
| JOB SEEKER'S LOGIN: *Where to sign-in?*



The screenshot shows the SabahJobs.com website. At the top, there is a navigation bar with links: Login / Register, Job Seeker's Guide, Employer's Guide, For Employers, Learn More, Our Sites, Connect with Us, and Contact Us. Below the navigation bar is a search bar with the text 'Keyword Admin, Sales, etc.' and a dropdown menu for 'Please Select Location'. To the right of the search bar are links for 'Login | Register' and 'For Employer'. Below the search bar, there are two buttons: 'REGISTER' and 'LOGIN'. A red box highlights the 'LOGIN' button, with a callout '1' pointing to it. Below the 'LOGIN' button, there are two input fields: 'Username' and 'Password'. A red box highlights these fields, with a callout '3' pointing to them. Below the input fields, there is a link 'Forgot your password?' and a 'Sign In' button. A callout '4' points to the 'Sign In' button. Below the 'Sign In' button, there is a section titled 'Our Services' with four sub-sections: 'Job Advertising Services', 'e-learning Platform', 'Resume Subscription', and 'Resume Writing Services'. Each sub-section has a brief description and a 'Find Out More' button. A callout '5' points to the 'Forgot your password?' link.

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

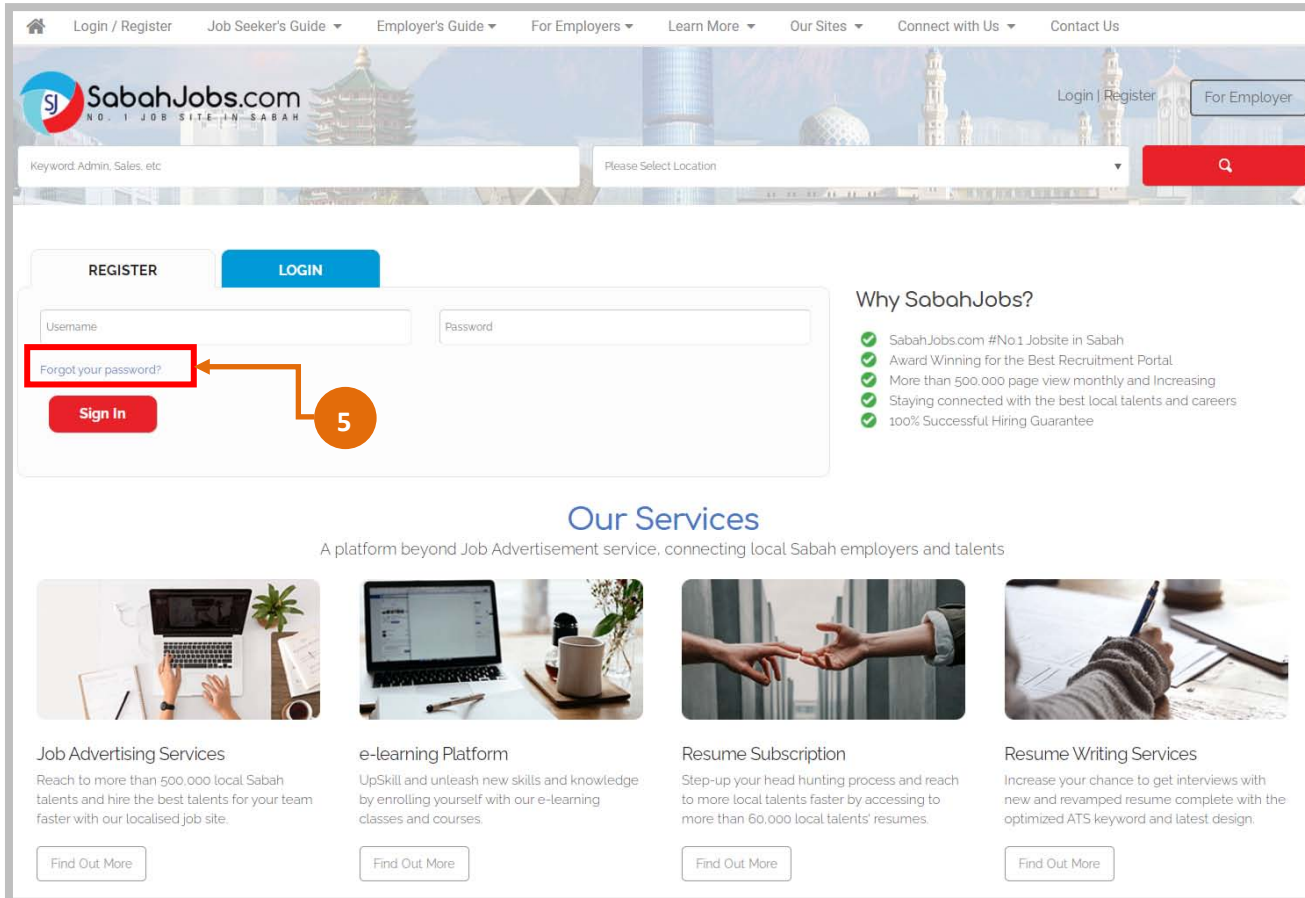
| JOB SEEKER'S LOGIN: *Where to sign-in?*



The screenshot shows the SabahJobs.com homepage. At the top, there is a navigation bar with links: Login / Register, Job Seeker's Guide, Employer's Guide, For Employers, Learn More, Our Sites, Connect with Us, and Contact Us. Below the navigation bar is a search bar with a dropdown menu for 'Please Select Location' and a red search button. The main content area features a 'REGISTER' and 'LOGIN' button. Below these buttons is a login form with fields for 'Username' and 'Password'. A red box highlights the 'Sign In' button, with a number 4 in a circle next to it. To the right of the login form is a section titled 'Why SabahJobs?' with four bullet points: SabahJobs.com #No1 Jobsite in Sabah, Award Winning for the Best Recruitment Portal, More than 500,000 page view monthly and Increasing, and Staying connected with the best local talents and careers. Below this is a section titled 'Our Services' with four sub-sections: Job Advertising Services, e-learning Platform, Resume Subscription, and Resume Writing Services. Each sub-section has a brief description and a 'Find Out More' button.

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

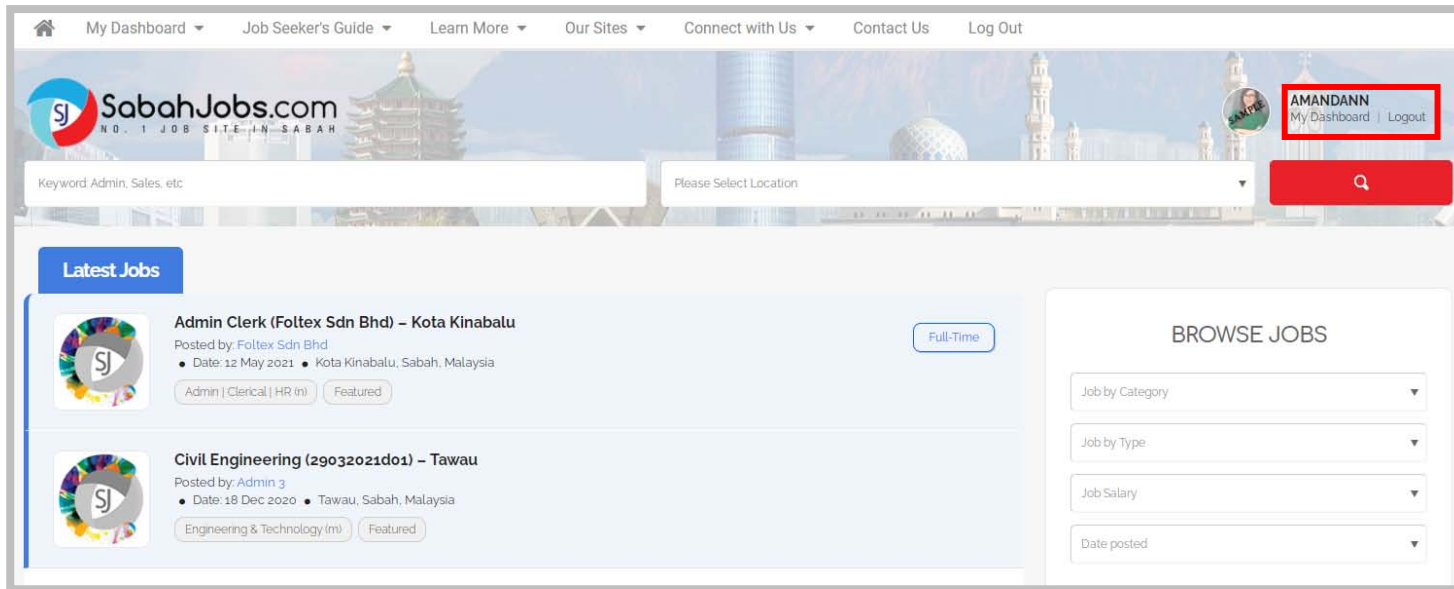
| JOB SEEKER'S LOGIN: *How to reset password?*



The screenshot shows the SabahJobs.com website. At the top, there's a navigation bar with links like 'Login / Register', 'Job Seeker's Guide', 'Employer's Guide', etc. Below this is a search bar with a dropdown for 'Please Select Location'. The main content area has a 'REGISTER' button and a 'LOGIN' button. Under the 'LOGIN' button, there are input fields for 'Username' and 'Password'. A red box highlights the 'Forgot your password?' link, and an orange arrow points to it with the number 5. To the right of the login fields, there's a section titled 'Why SabahJobs?' with several bullet points. Below this is a section titled 'Our Services' with four columns: 'Job Advertising Services', 'e-learning Platform', 'Resume Subscription', and 'Resume Writing Services'. Each column has a brief description and a 'Find Out More' button.

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

| JOB SEEKER'S DASHBOARD: *Where is My Dashboard?*

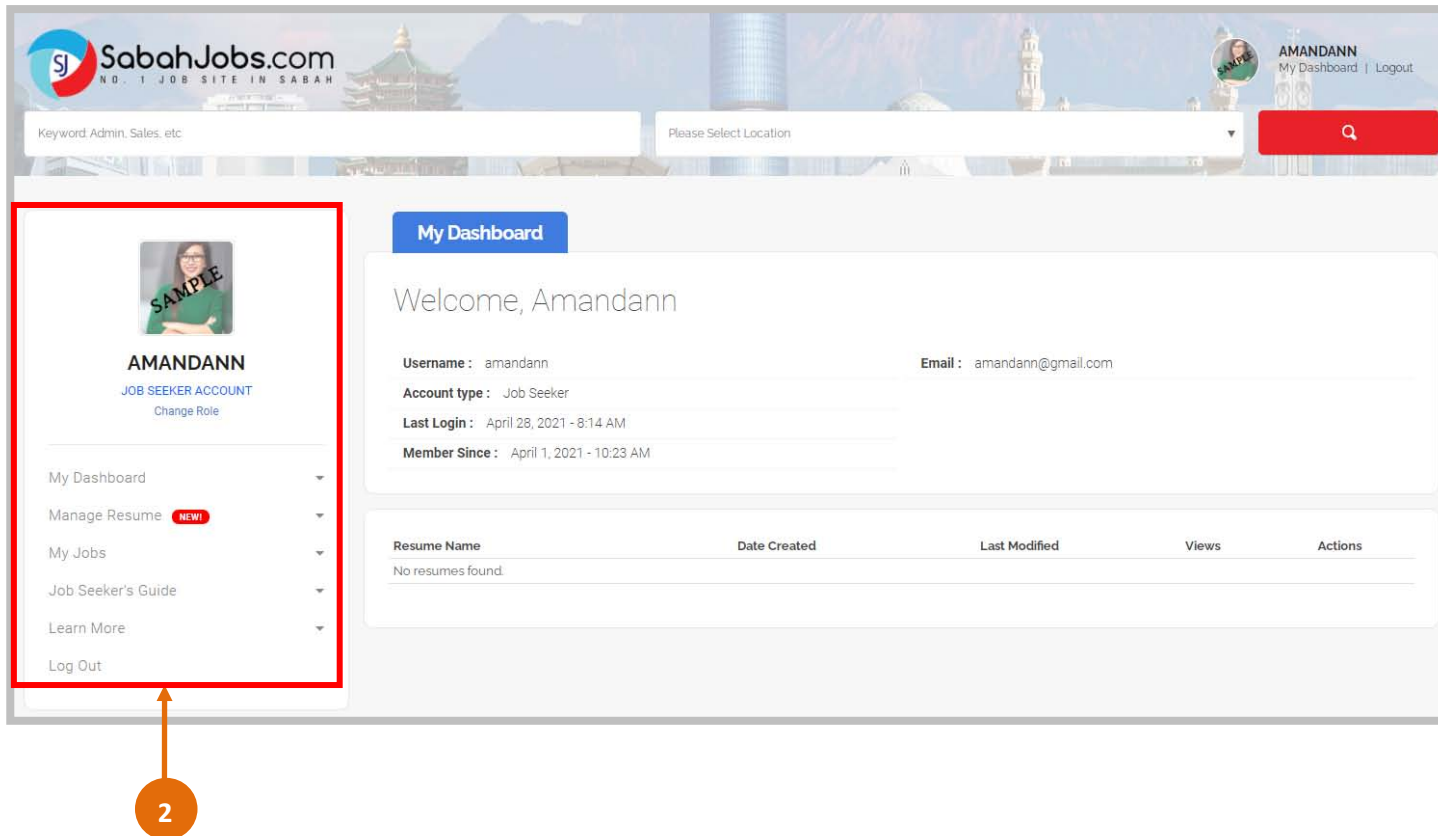


Once you are signed-in to your job seeker's account, you will notice your **User Name** appearing on the top right corner.

1

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

| JOB SEEKER'S DASHBOARD: *What's in My Dashboard?*

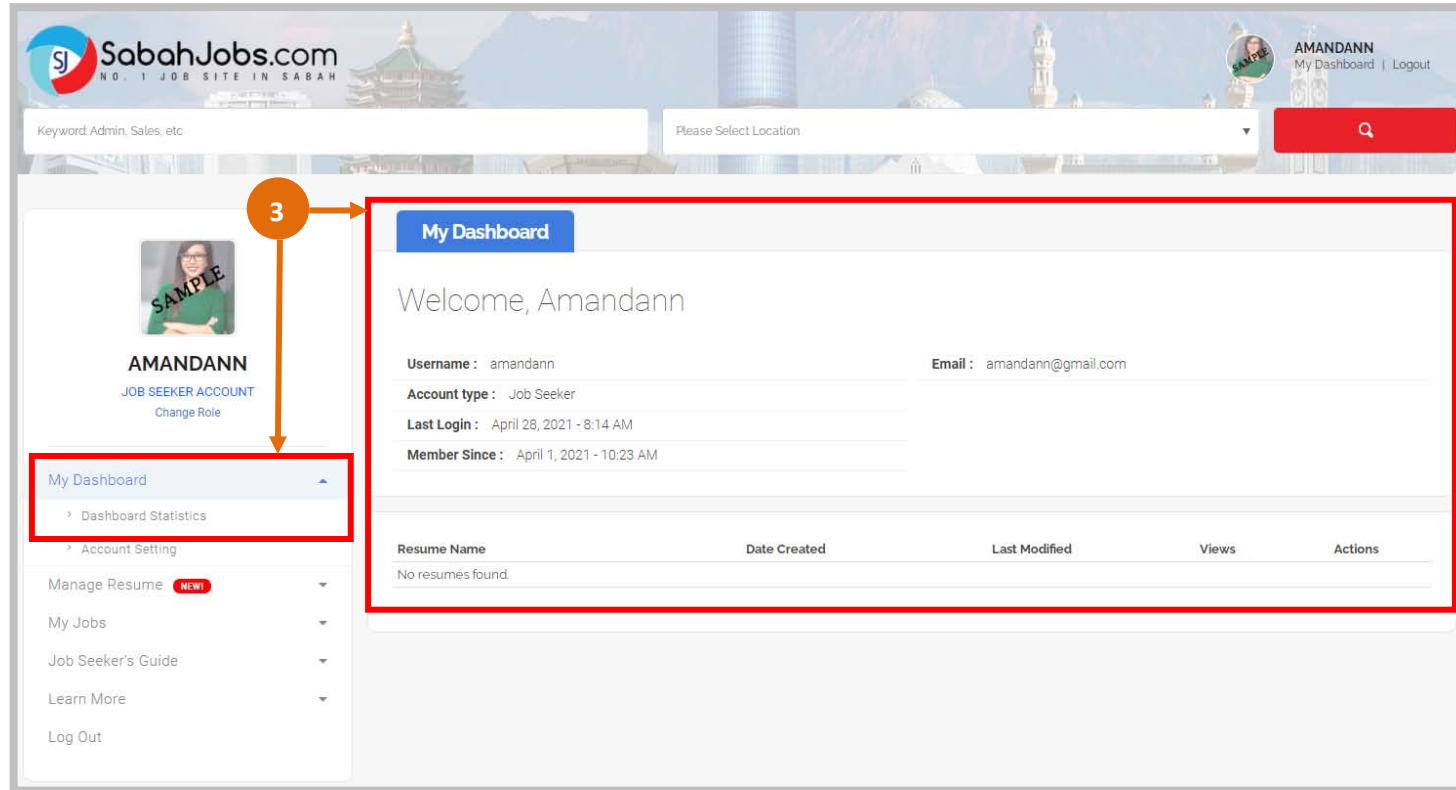


Welcome, you have now entered '**My Dashboard**'.

2 **Side Navigation Bar**

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

| JOB SEEKER'S DASHBOARD: *Dashboard Statistics*



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

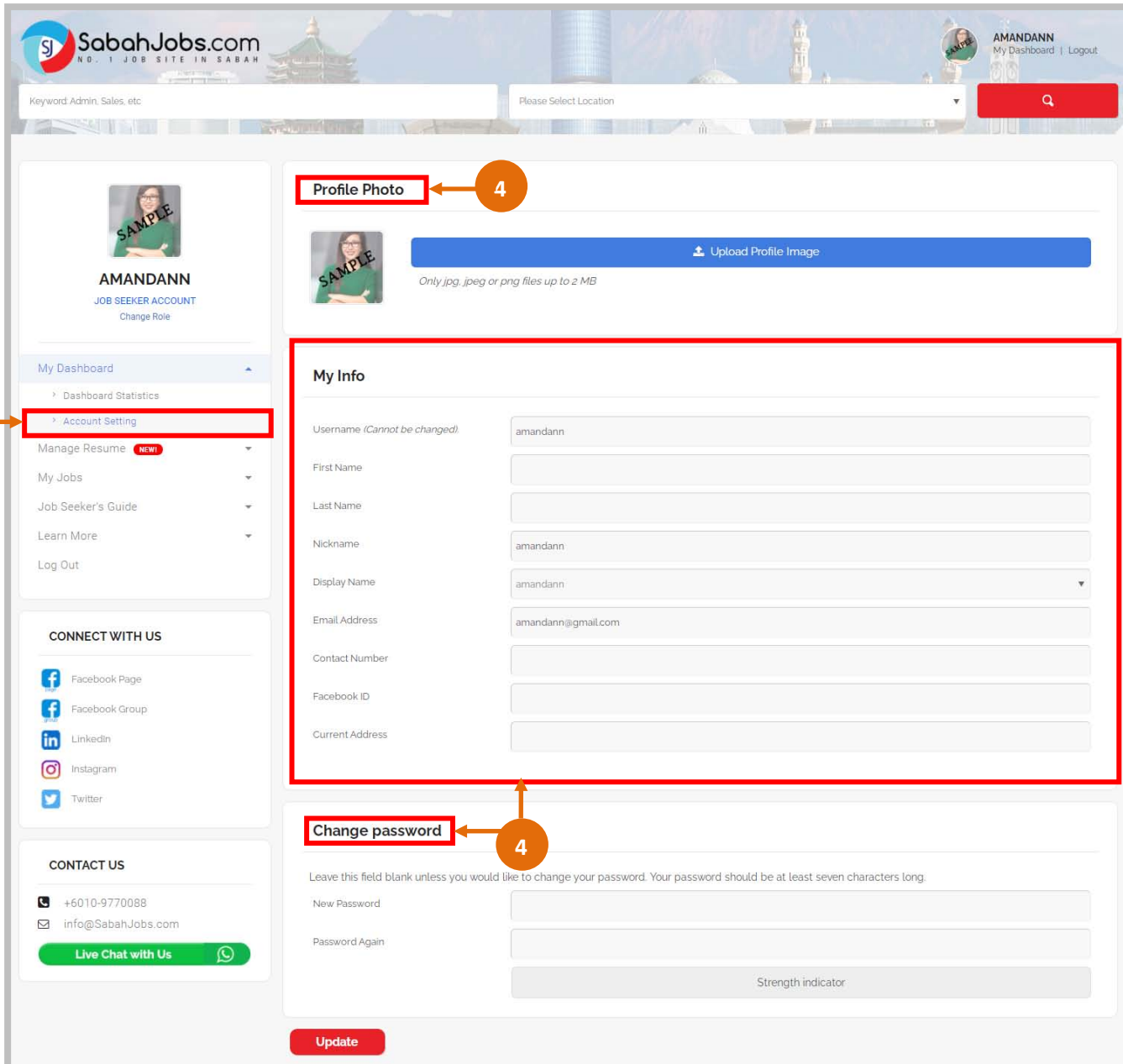
3 **Dashboard Statistics**

Your registered Email Address, Username, Account Type & Online Resume created

4 **Account Setting**

- Ensure to upload your 'Profile Photo'
- Update your Email Address under the **My Info** section
- Change your Password

| JOB SEEKER'S DASHBOARD: Account Setting



SabahJobs.com
NO. 1 JOB SITE IN SABAH

Keyword Admin, Sales, etc. Please Select Location

AMANDANN
My Dashboard | Logout

Profile Photo **4**

Upload Profile Image
Only .jpg, .jpeg or .png files up to 2 MB

4 **Account Setting**

My Info

Username (Cannot be changed) amandann

First Name

Last Name

Nickname amandann

Display Name amandann

Email Address amandann@gmail.com

Contact Number

Facebook ID

Current Address

Change password **4**

Leave this field blank unless you would like to change your password. Your password should be at least seven characters long.

New Password

Password Again

Strength indicator

Update

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

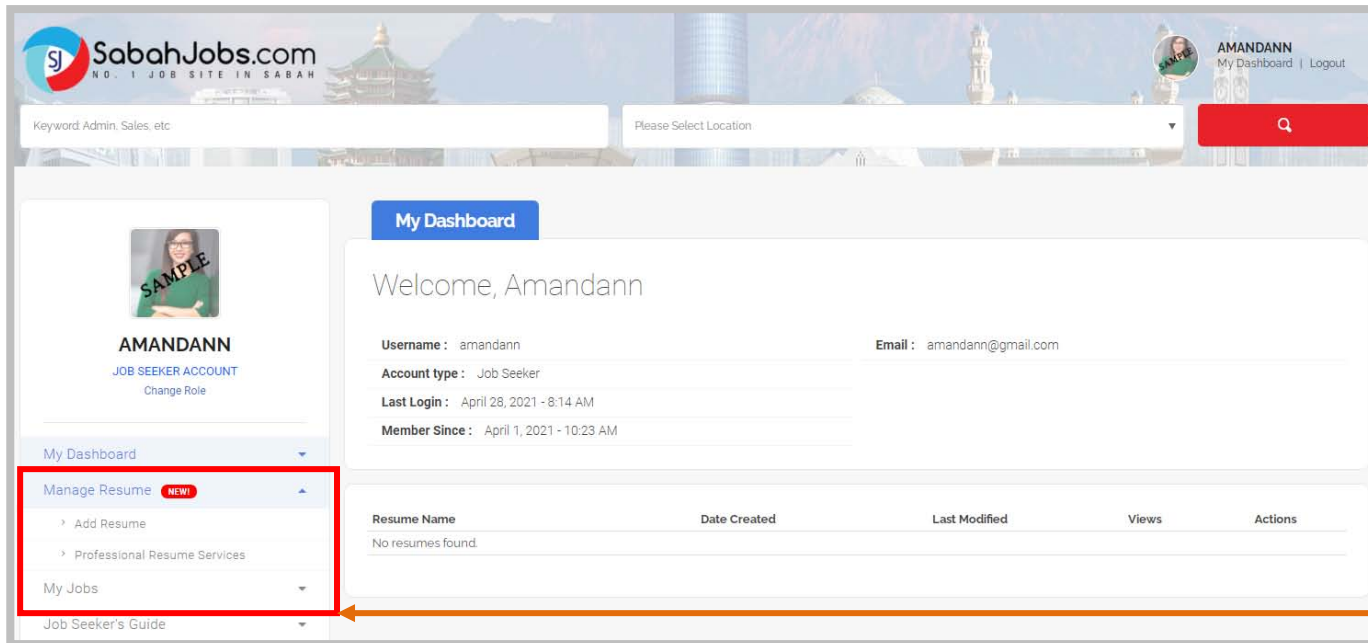
3 Dashboard Statistics

Your registered Email Address, Username, Account Type & Online Resume created

4 **Account Setting**

- Ensure to upload your '**Profile Photo**'
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- Change your Password

| ADD RESUME: *How to Create Online Resume?*



SabahJobs.com
NO. 1 JOB SITE IN SABAH

Keyword: Admin, Sales, etc. Please Select Location

AMANDANN
My Dashboard | Logout

AMANDANN
JOB SEEKER ACCOUNT
Change Role

My Dashboard

Welcome, Amandann

Username: amandann Email: amandann@gmail.com

Account type: Job Seeker

Last Login: April 28, 2021 - 8:14 AM

Member Since: April 1, 2021 - 10:23 AM

My Dashboard

Manage Resume NEW!

- > Add Resume
- > Professional Resume Services

My Jobs

Job Seeker's Guide

Resume Name	Date Created	Last Modified	Views	Actions
No resumes found.				

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

> Go to '**Manage Resume**'

> Click '**Add Resume**'

You will be directed to '**Add Resume**' page to begin creating your Online Resume.

| ADD RESUME: *How to Create Online Resume?*

How to Add Resume?

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

Profile Photo section: Upload your professional profile photo (preferred size of '200 pixel x 200 pixel'). *Tip: Avoid causal or blur image*

Upload Attachment (Optional): Upload your supporting document (*in Word doc or pdf*)

About Me section: Key-in all basic information

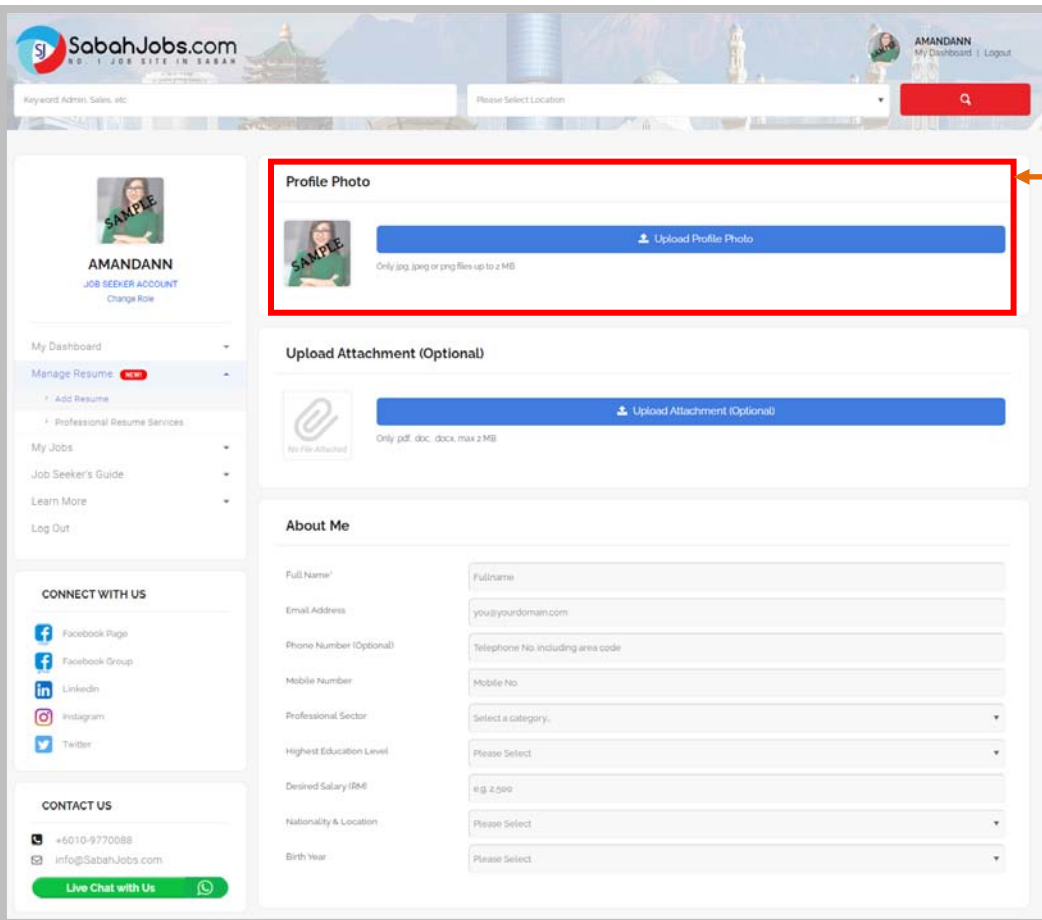
Spoken Language section: Choose and tick which language skill that you possess

Career Objective & Summary section

Experience section: Include complete details of your working experience.

Education section: Include your education qualification

Skills & Specialties section: Include your Hard Skills & Soft Skills

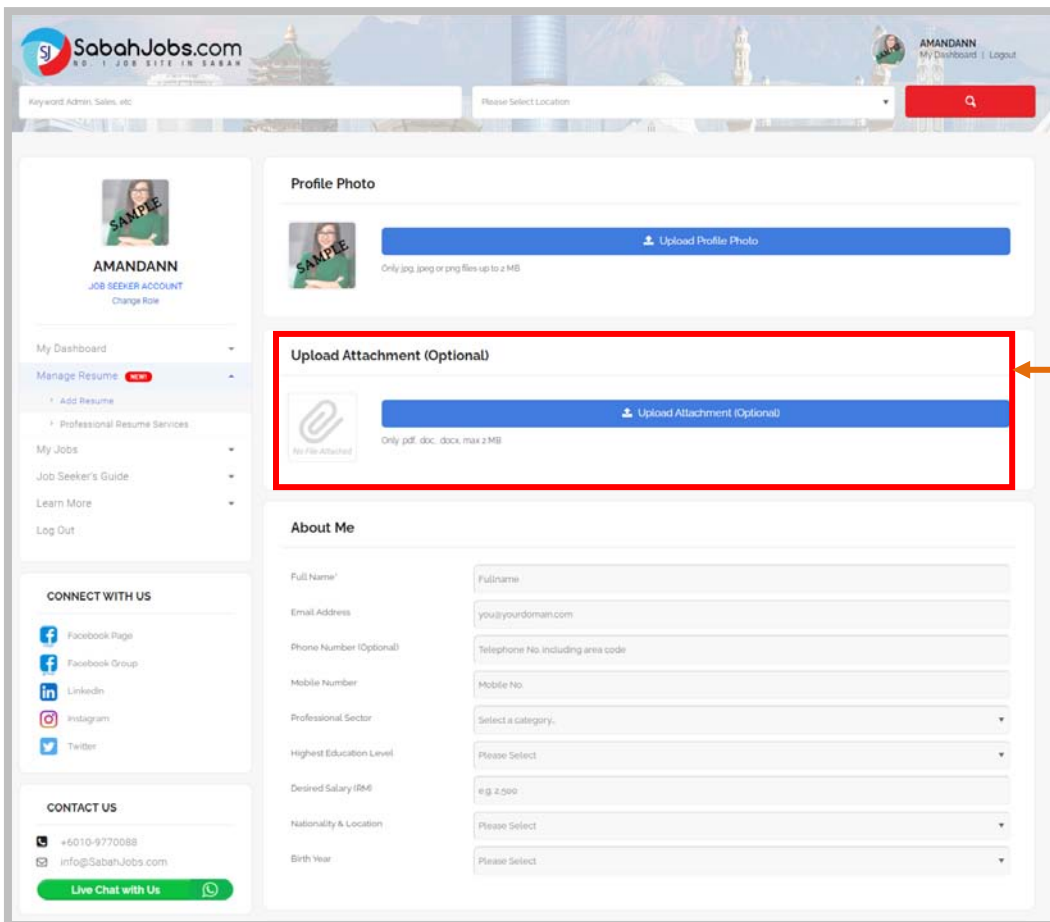


| ADD RESUME: *How to Create Online Resume?*

How to Add Resume?

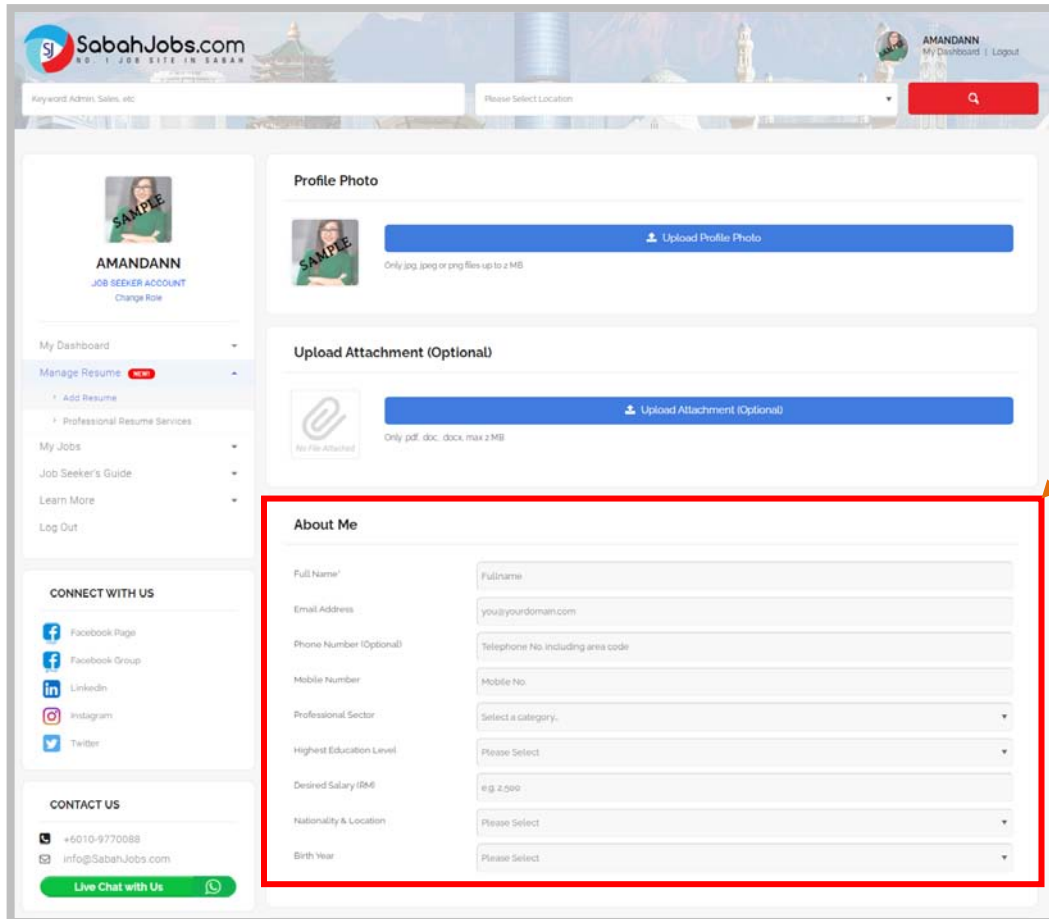
Follow the steps to complete the input of all essential information;

- 1 **Profile Photo** section: Upload your professional profile photo (preferred size of '200 pixel x 200 pixel'). *Tip: Avoid causal or blur image*
- 2 **Upload Attachment (Optional)**: Upload your supporting document (*in Word doc or pdf*)
- 3 About Me section: Key-in all basic information
- 4 Spoken Language section: Choose and tick which language skill that you possess
- 5 Career Objective & Summary section
- 6 Experience section: Include complete details of your working experience.
- 7 Education section: Include your education qualification
- 8 Skills & Specialties section: Include your Hard Skills & Soft Skills



The screenshot shows the user interface of SabahJobs.com for a user named AMANDANN. The dashboard includes a sidebar with navigation links like 'My Dashboard', 'Manage Resume', 'My Jobs', and 'Log Out'. The main content area has sections for 'Profile Photo', 'Upload Attachment (Optional)', and 'About Me'. The 'Upload Attachment (Optional)' section is highlighted with a red box, and an arrow points from step 2 of the instructions to this section. The 'About Me' section contains various input fields for personal and professional information.

| ADD RESUME: *How to Create Online Resume?*



The screenshot shows the SabahJobs.com user dashboard for a user named AMANDANN. The dashboard includes a sidebar with navigation links like 'My Dashboard', 'Manage Resume', 'Add Resume', 'Professional Resume Services', 'My Jobs', 'Job Seeker's Guide', 'Learn More', and 'Log Out'. The main content area has sections for 'Profile Photo', 'Upload Attachment (Optional)', and 'About Me'. The 'About Me' section is highlighted with a red box, and an orange arrow points to it from step 3 of the instructions. The 'About Me' section contains the following fields:

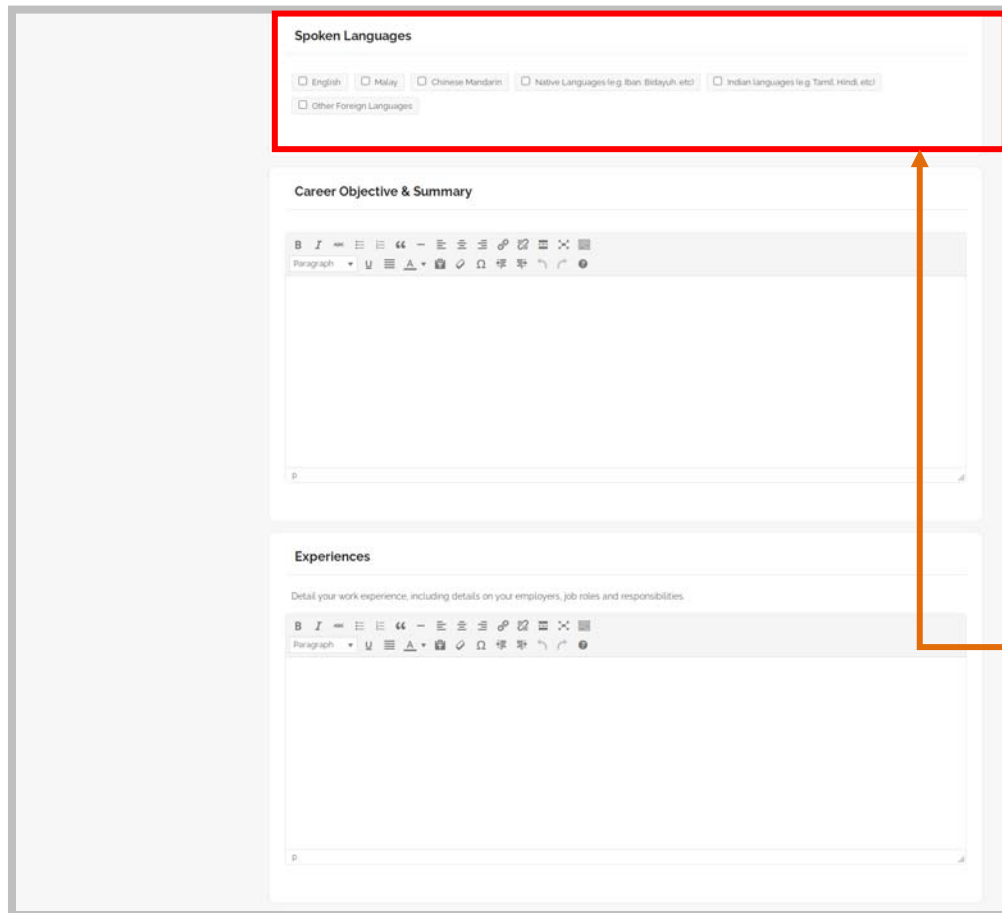
- Full Name*
- Email Address
- Phone Number (Optional)
- Mobile Number
- Professional Sector
- Highest Education Level
- Desired Salary (RM)
- Nationality & Location
- Birth Year

How to Add Resume?

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

- 1 **Profile Photo** section: Upload your professional profile photo (preferred size of '200 pixel x 200 pixel'). *Tip: Avoid causal or blur image*
- 2 Upload Attachment (Optional): Upload your supporting document (*in Word doc or pdf*)
- 3 **About Me** section: Key-in all basic information
- 4 Spoken Language section: Choose and tick which language skill that you possess
- 5 Career Objective & Summary section
- 6 Experience section: Include complete details of your working experience.
- 7 Education section: Include your education qualification
- 8 Skills & Specialties section: Include your Hard Skills & Soft Skills

| ADD RESUME: *How to Create Online Resume?*



Spoken Languages

☐ English ☐ Malay ☐ Chinese Mandarin ☐ Native Languages (eg. Iban, Bidayuh, etc.) ☐ Indian languages (eg. Tamil, Hindi, etc.) ☐ Other Foreign Languages

Career Objective & Summary

Experiences

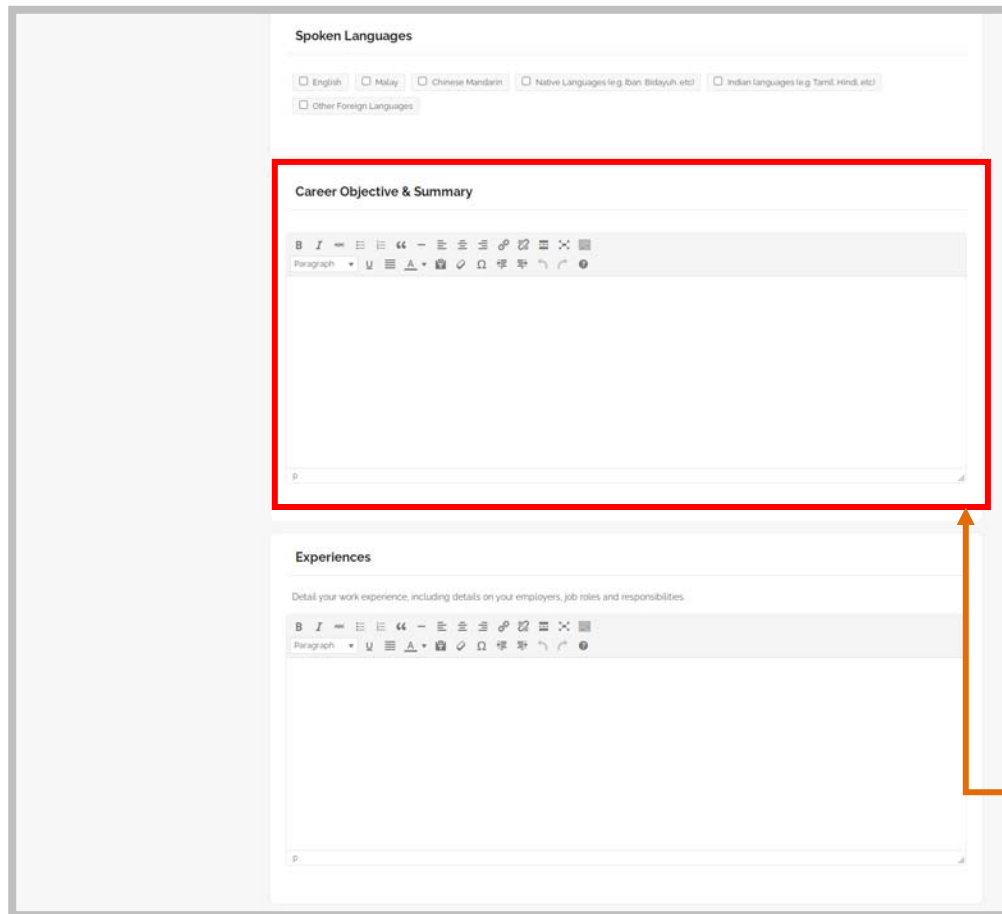
Detail your work experience, including details on your employers, job roles and responsibilities.

How to Add Resume?

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

- 1 **Profile Photo** section: Upload your professional profile photo (preferred size of '200 pixel x 200 pixel'). *Tip: Avoid causal or blur image*
- 2 Upload Attachment (Optional): Upload your supporting document (*in Word doc or pdf*)
- 3 About Me section: Key-in all basic information
- 4 **Spoken Language** section: Choose and tick which language skill that you possess
- 5 Career Objective & Summary section
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| ADD RESUME: *How to Create Online Resume?*



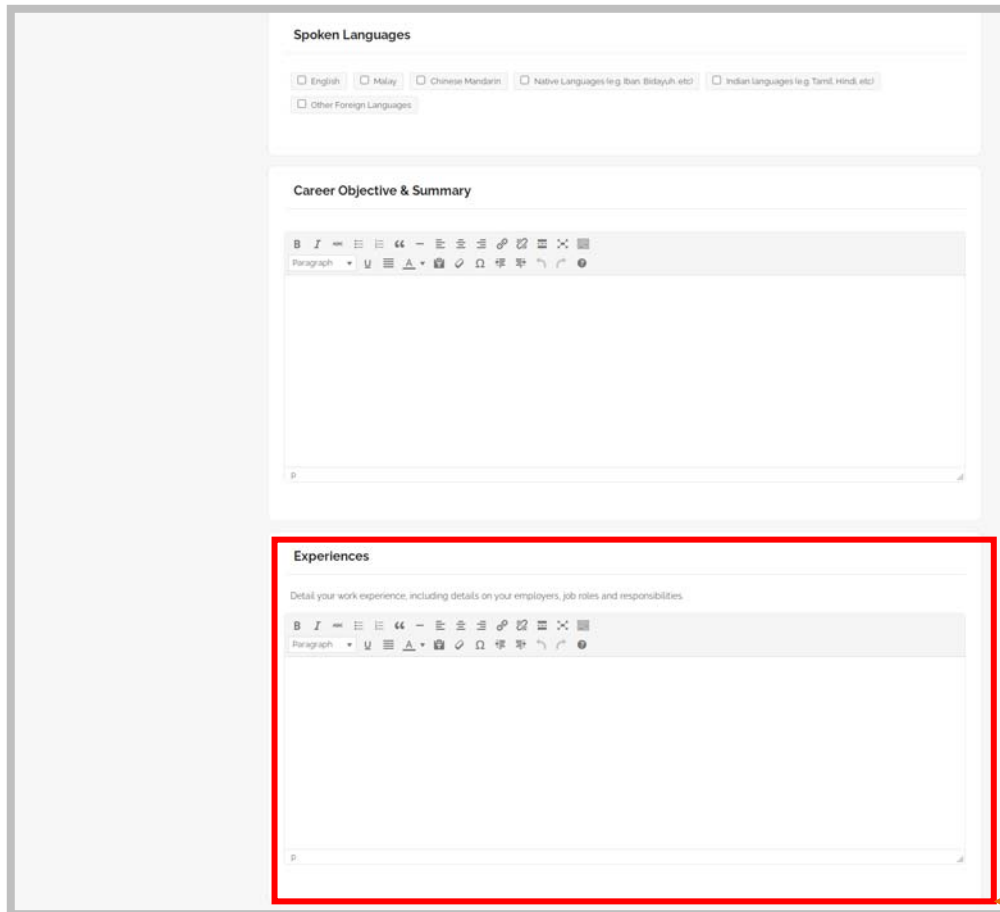
The screenshot shows a web form for creating an online resume. At the top, there's a 'Spoken Languages' section with checkboxes for English, Malay, Chinese Mandarin, Native Languages (e.g. Iban, Bidayuh, etc), Indian languages (e.g. Tamil, Hindi, etc), and Other Foreign Languages. Below this is the 'Career Objective & Summary' section, which is highlighted with a red rectangular border. It contains a rich text editor with various formatting options (bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, indent, outdent, decrease indent, increase indent, undo, redo, etc.) and a large text area for input. Below the 'Career Objective & Summary' section is the 'Experiences' section, which also has a rich text editor and a large text area. An orange arrow originates from the number '5' in the instructions list and points directly to the 'Career Objective & Summary' section.

How to Add Resume?

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

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- 8 Skills & Specialties section: Include your Hard Skills & Soft Skills

| ADD RESUME: *How to Create Online Resume?*



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

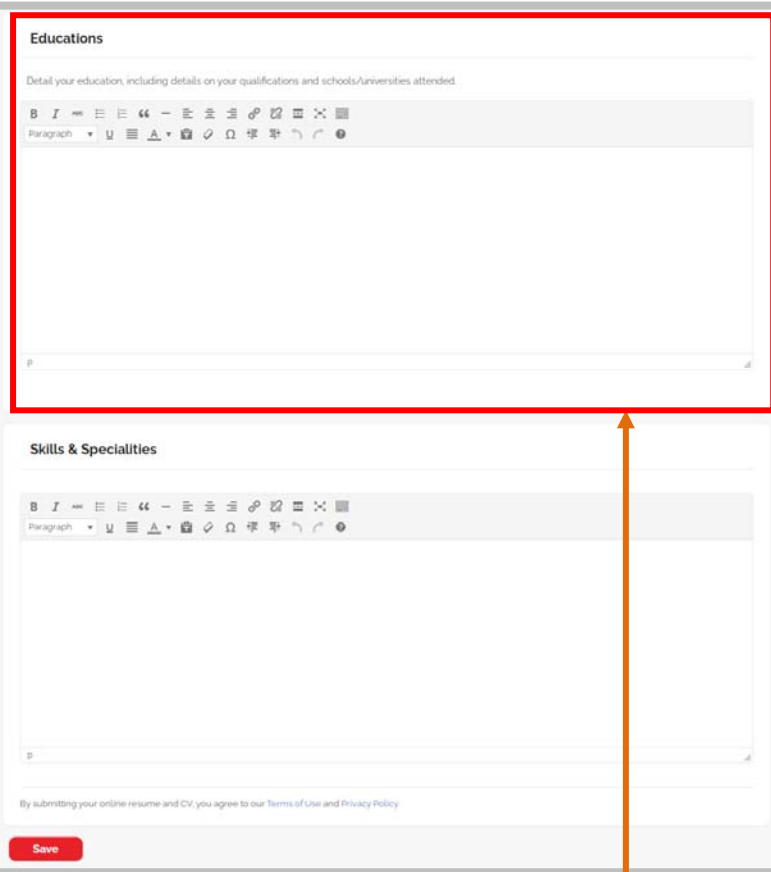
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| ADD RESUME: *How to Create Online Resume?*

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- 5 Career Objective & Summary section
- 6 Experience section: Include complete details of your working experience.
- 7 **Education** section: Include your education qualification
- 8 Skills & Specialties section: Include your Hard Skills & Soft Skills



Educations

Detail your education, including details on your qualifications and schools/universities attended.

Paragraph

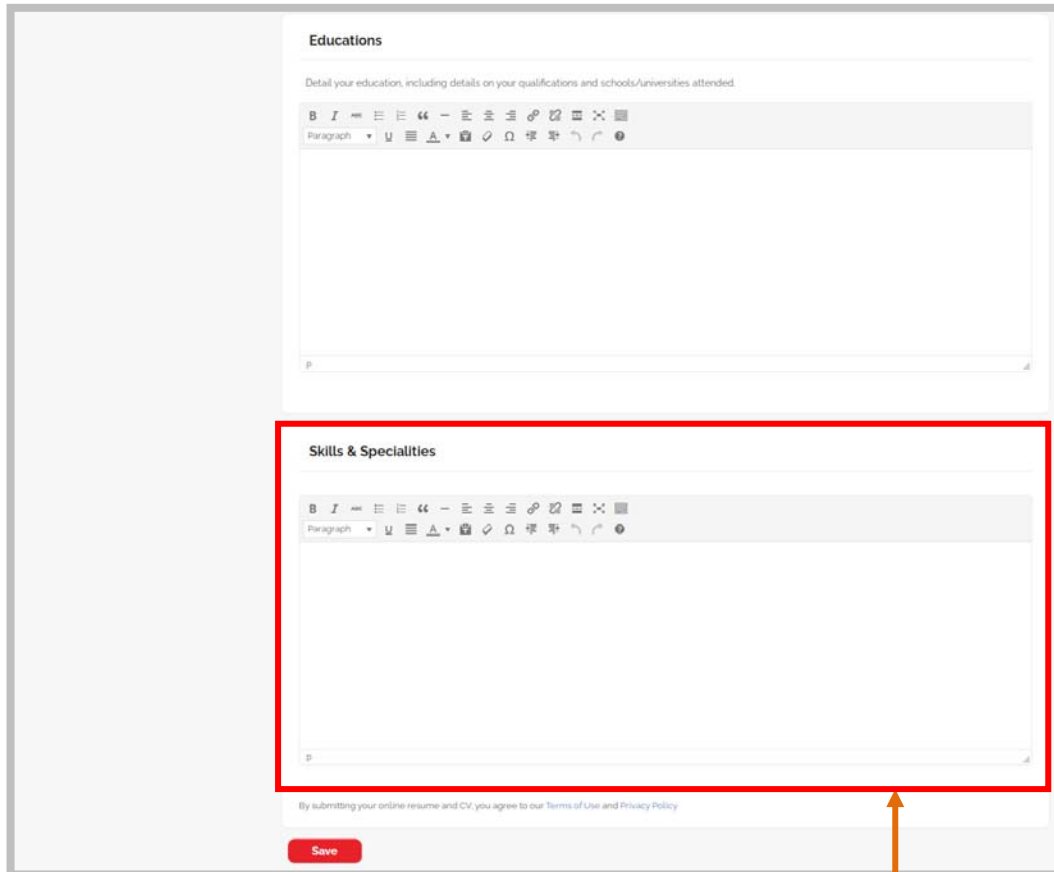
Skills & Specialties

Paragraph

By submitting your online resume and CV, you agree to our [Terms of Use](#) and [Privacy Policy](#)

Save

| ADD RESUME: *How to Create Online Resume?*



Educations

Detail your education, including details on your qualifications and schools/universities attended.

Skills & Specialties

By submitting your online resume and CV, you agree to our [Terms of Use](#) and [Privacy Policy](#)

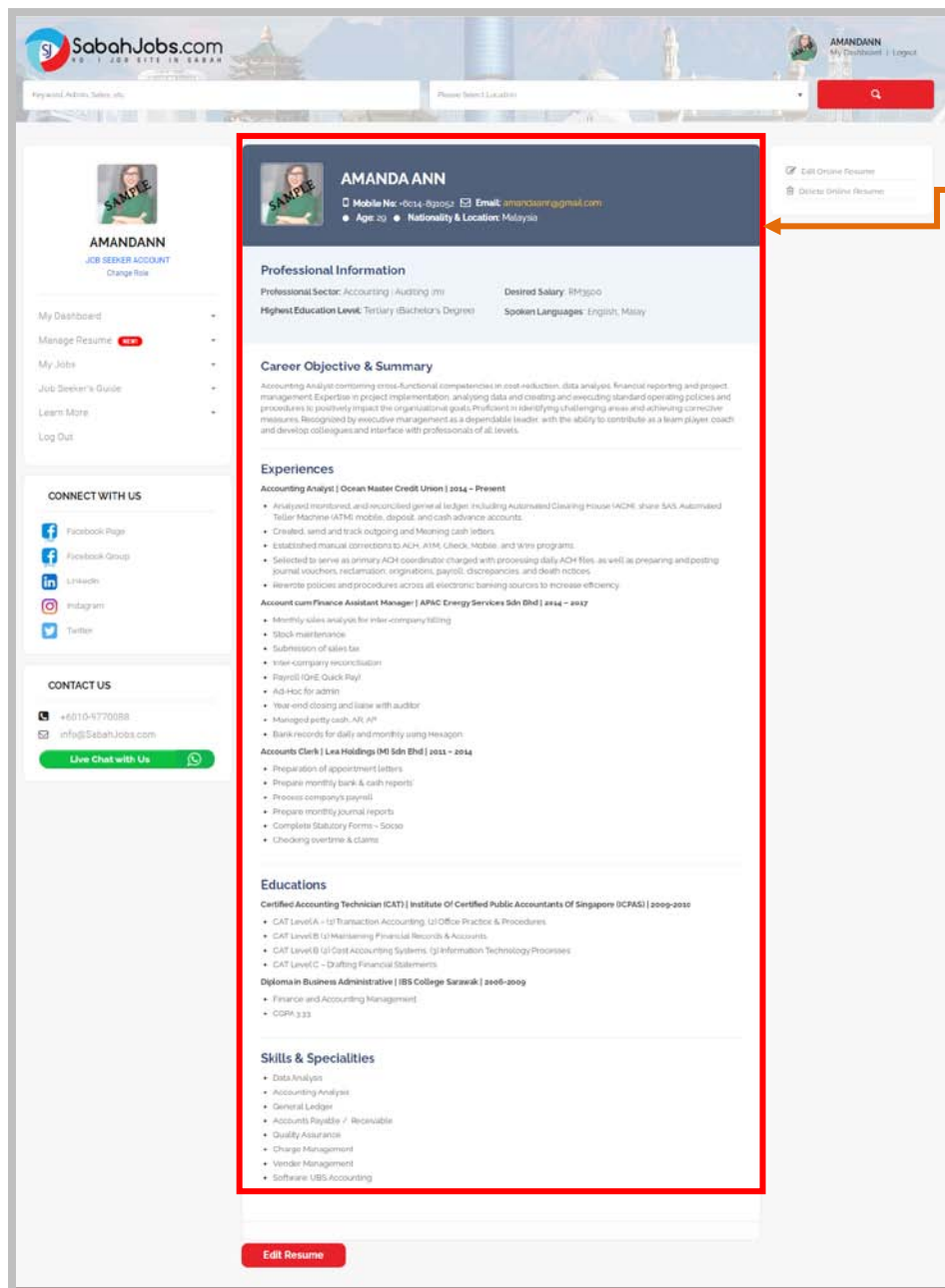
Save

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

- 1 **Profile Photo** section: Upload your professional profile photo (preferred size of '200 pixel x 200 pixel'). *Tip: Avoid causal or blur image*
- 2 Upload Attachment (Optional): Upload your supporting document (*in Word doc or pdf*)
- 3 About Me section: Key-in all basic information
- 4 Spoken Language section: Choose and tick which language skill that you possess
- 5 Career Objective & Summary section
- 6 Experience section: Include complete details of your working experience.
- 7 Education section: Include your education qualification
- 8 **Skills & Specialties** section: Include your Hard Skills & Soft Skills

| ADD RESUME: *Preview Online Resume*



Upon submission of all Resume details, you will be directed to your completed **Online Resume** page.

1

Review your Online Resume; ensure all information are accurate

2

Edit Online Resume to make amendment on your resume

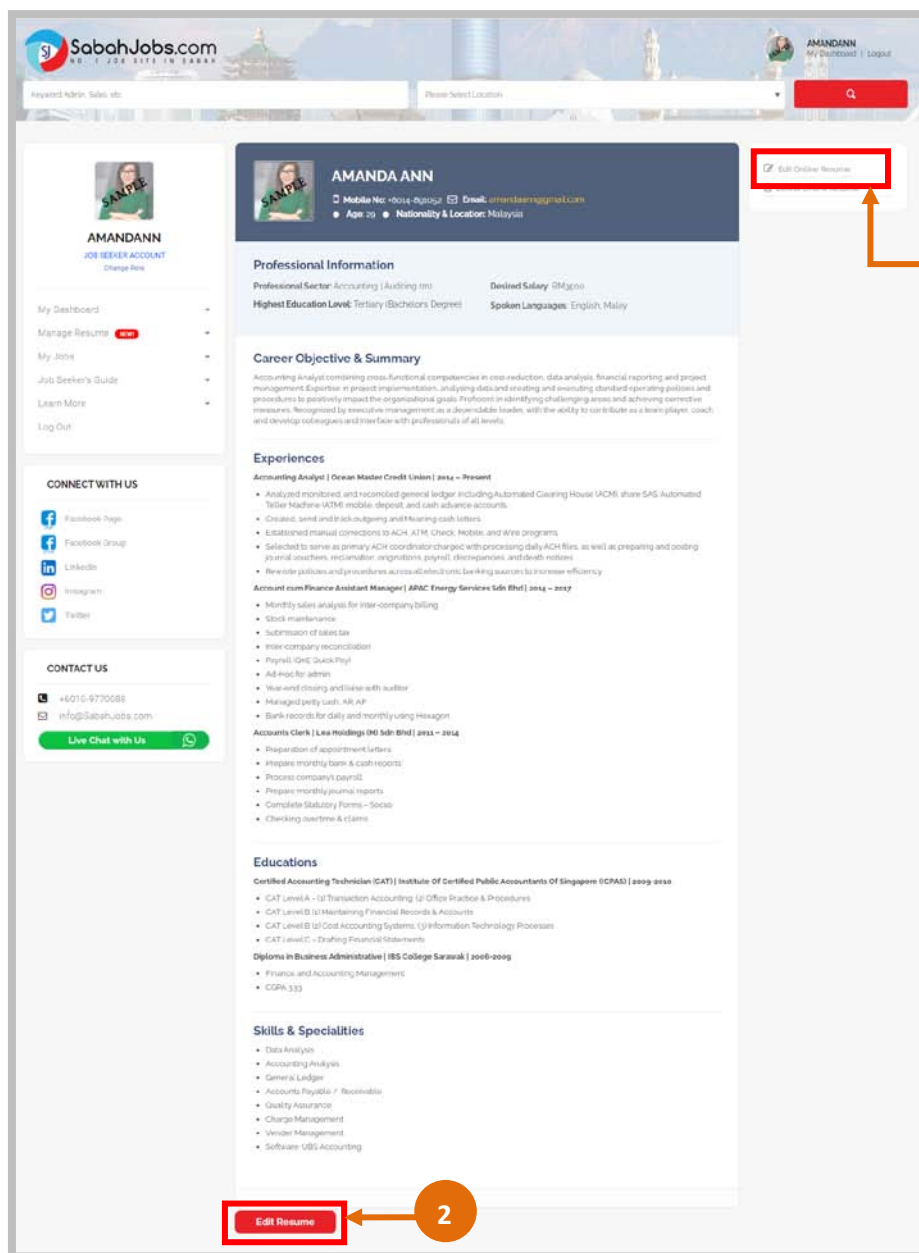
3

Delete Online Resume to delete your resume

Note: Once you have deleted your online resume, it will be removed and you will need to Add Resume.

Refer to page 10 to 18 to re-create your online resume.

| ADD RESUME: *Preview Online Resume*



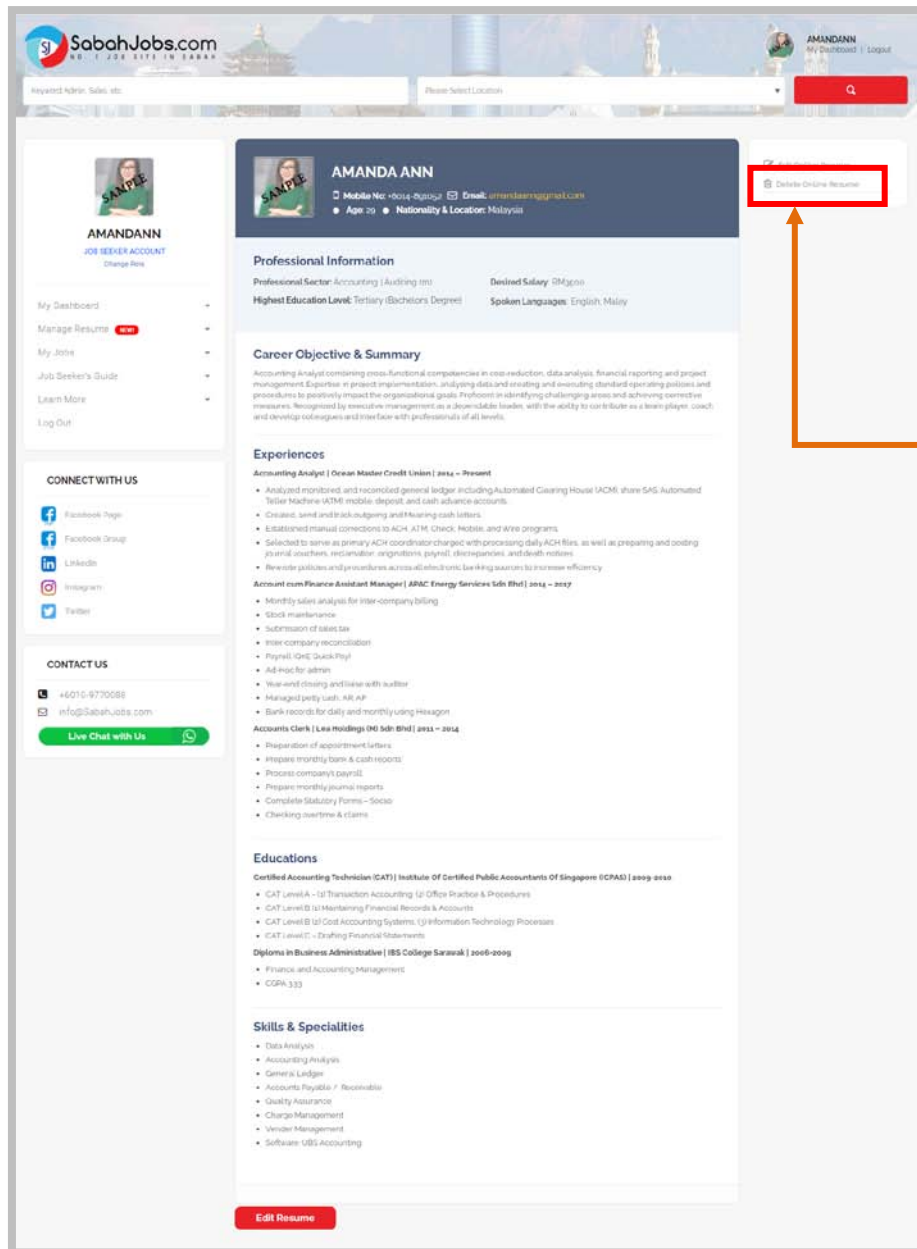
Upon submission of all Resume details, you will be directed to your completed **Online Resume** page.

- 1 Review your Online Resume; ensure all information are accurate
- 2 **Edit Online Resume** to make amendment on your resume
- 3 Delete Online Resume to delete your resume

Note: Once you have deleted your online resume, it will be removed and you will need to Add Resume.

Refer to page 10 to 18 to re-create your online resume.

| ADD RESUME: *Preview Online Resume*



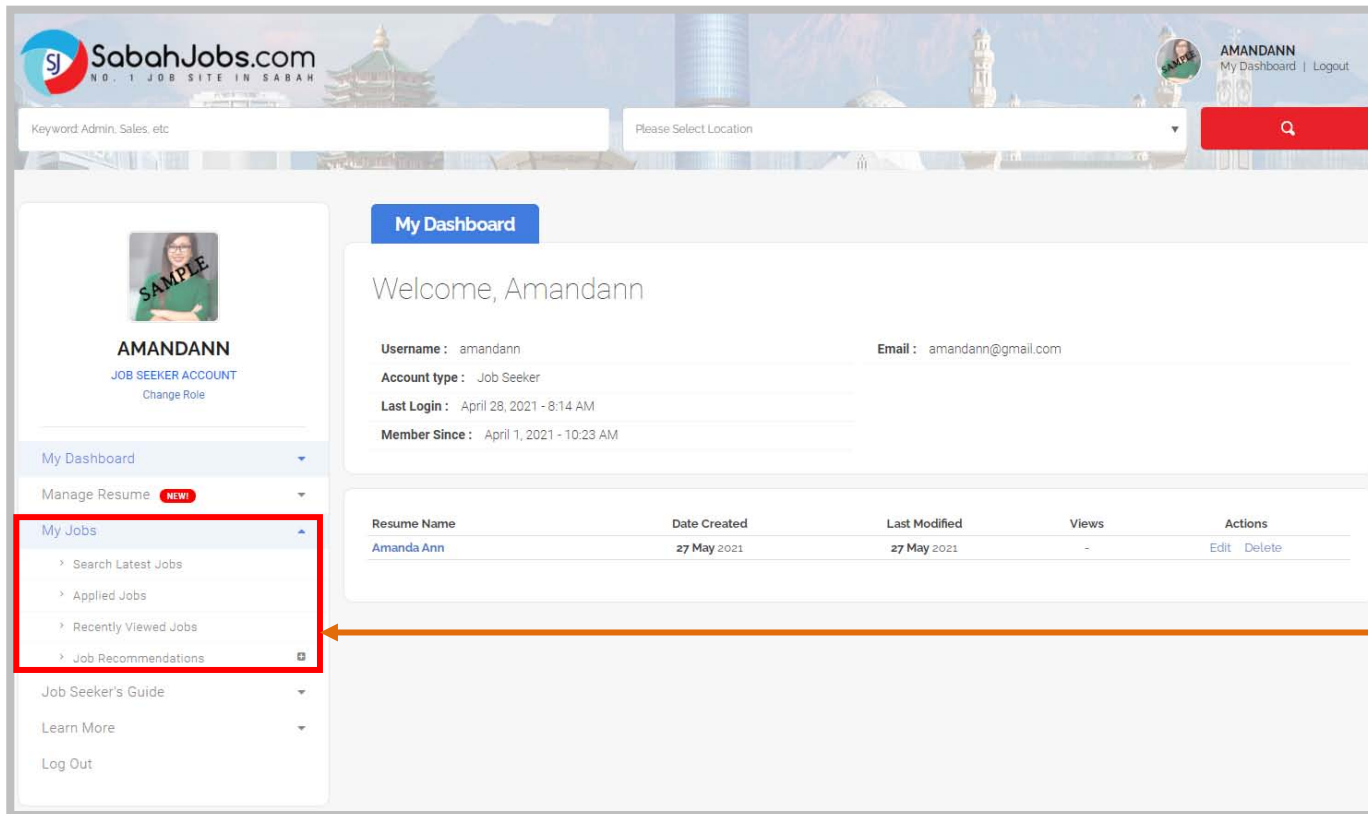
Upon submission of all Resume details, you will be directed to your completed **Online Resume** page.

- 1 Review your Online Resume; ensure all information are accurate
- 2 Edit Online Resume to make amendment on your resume
- 3 **Delete Online Resume** to delete your resume

Note: Once you have deleted your online resume, it will be removed and you will need to Add Resume.

Refer to page 10 to 18 to re-create your online resume.

| MY JOBS: How to Search Latest Jobs?



SabahJobs.com
NO. 1 JOB SITE IN SABAH

Keyword: Admin, Sales, etc. Please Select Location

AMANDANN
My Dashboard | Logout

Keyword: Admin, Sales, etc. Please Select Location

My Dashboard

Welcome, Amandann

Username : amandann Email : amandann@gmail.com

Account type : Job Seeker

Last Login : April 28, 2021 - 8:14 AM

Member Since : April 1, 2021 - 10:23 AM

Resume Name	Date Created	Last Modified	Views	Actions
Amanda Ann	27 May 2021	27 May 2021	-	Edit Delete

My Jobs

- > Search Latest Jobs
- > Applied Jobs
- > Recently Viewed Jobs
- > Job Recommendations

Job Seeker's Guide

Learn More

Log Out

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

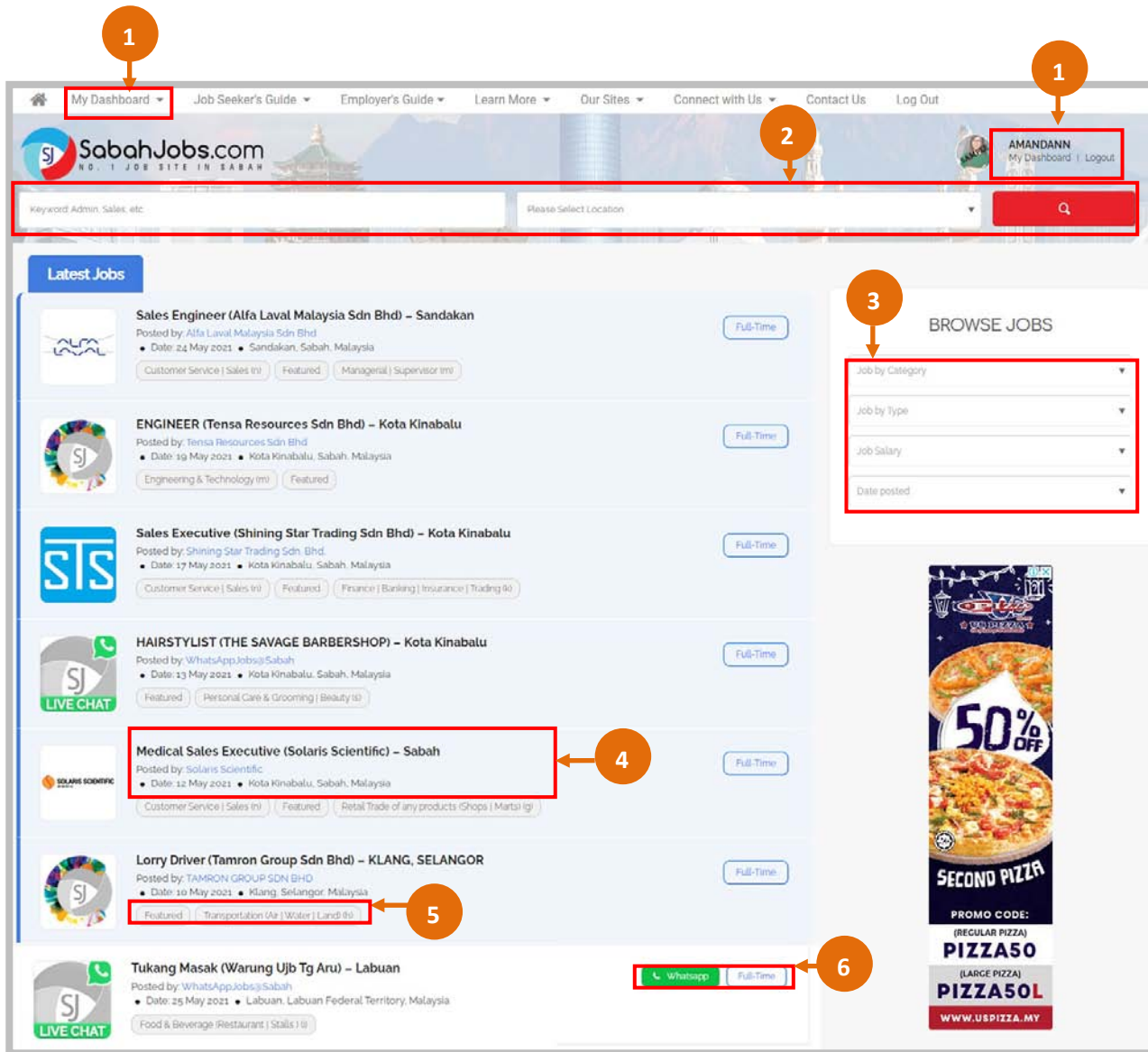
> Go to 'My Jobs'

> Click '**Search Latest Jobs**' You will be directed to the **Latest Jobs** page to begin your job search.

Or go to the **Latest Jobs** page:

<https://www.SabahJobs.com/latest-jobs/>

| MY JOBS: *How to Search Latest Jobs?*



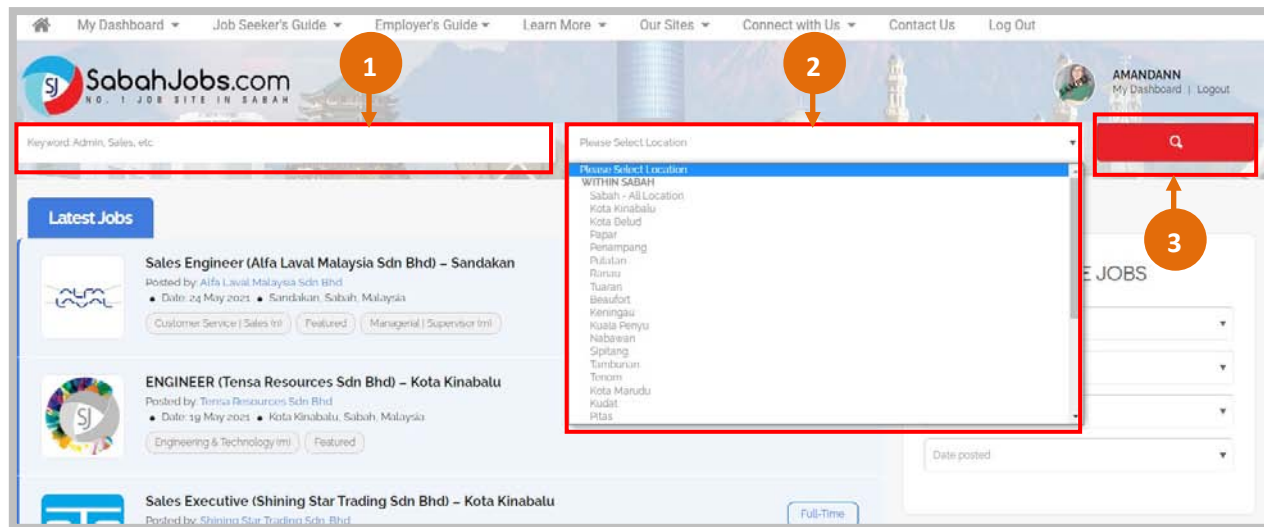
The screenshot shows the SabahJobs.com homepage with several key elements highlighted by numbered callouts:

- 1** **My Dashboard** button: Located in the top navigation bar.
- 2** **Search Function** section: Includes a search bar with the placeholder text "Keyword Admin, Sales, etc." and a "Please Select Location" dropdown.
- 3** **Browse Jobs** section: A sidebar with filters for "Job by Category", "Job by Type", "Job Salary", and "Date posted".
- 4** **Each Job Ad displays information** such as: Job Title & Location, Company Name, and Date posted. An example job ad for "Medical Sales Executive (Solaris Scientific) - Sabah" is highlighted.
- 5** **Job Category** for each Job: A clickable button that directs you to relevant jobs. An example category "Transportation (Air | Water | Land) (S)" is highlighted.
- 6** **Job Type** button display: A button indicating the job type, such as "Full Time". An example "Full Time" button is highlighted.

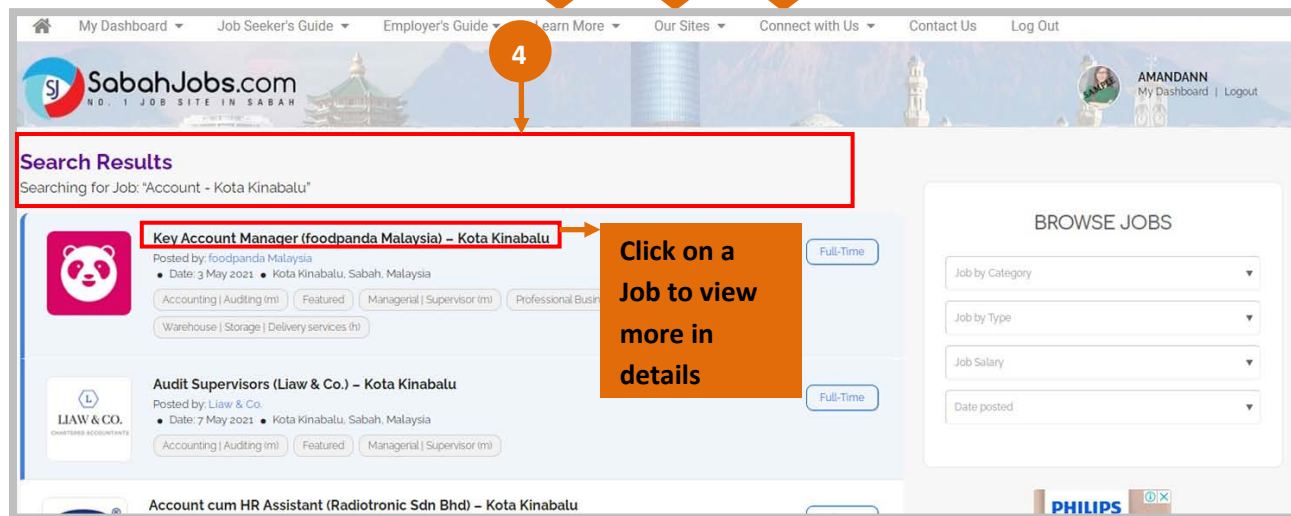
On the Latest Jobs Page, it will display all available jobs. Below is an overview guide.

- 1 My Dashboard button:**
Click to go back to your Dashboard
- 2 Search Function section:**
Search jobs via Key words & Location
See more tips on page 24
- 3 Browse Jobs section:**
Search jobs via Job Category, Job Type, etc.
See more tips on page 25
- 4 Each Job Ad displays information such as:**
 > Job Title & Location
 > Company Name
 > Date posted
 Click on **Job Title** to see more job information
- 5 Job Category for each Job:**
 Clickable Button that directs you to relevant jobs
ie: Accounting | Auditing (m) / General Work (s)
- 6 Job Type button display:**
ie: Full Time / Part Time / Whatsapp / Contract and etc.
 NOTE: 'Whatsapp' button indicates the job ad can be applied via WhatsApp

| MY JOBS: *How to Search Latest Jobs*



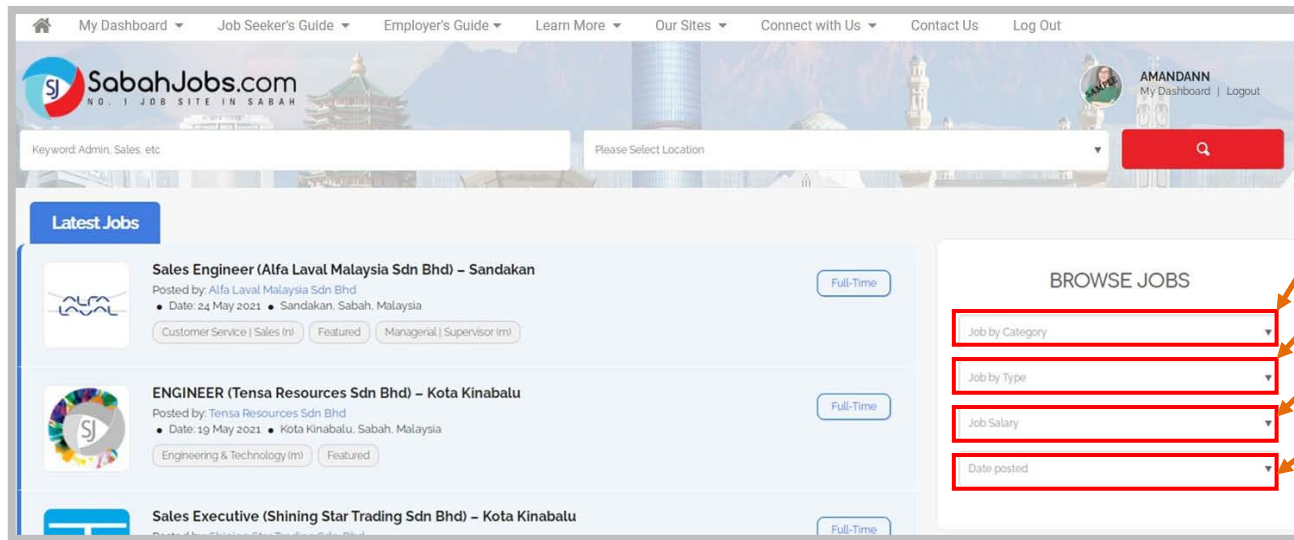
Instant Search Results



On the Latest Jobs Page, simply begin to search for jobs through **Keywords** & **Location**:

- 1 **Keywords** section:
Key-in the Job Category/ Company Name that you wish search for
i.e. Account
- 2 **Location** section:
Search jobs based on your preferred location
i.e. Kota Kinabalu
- 3 Click on the '**RED**' button to generate the Search result
- 4 '**Instant Search Results**'
Related job ads based on your 'keyword' used and 'Location' selected are displayed instantly

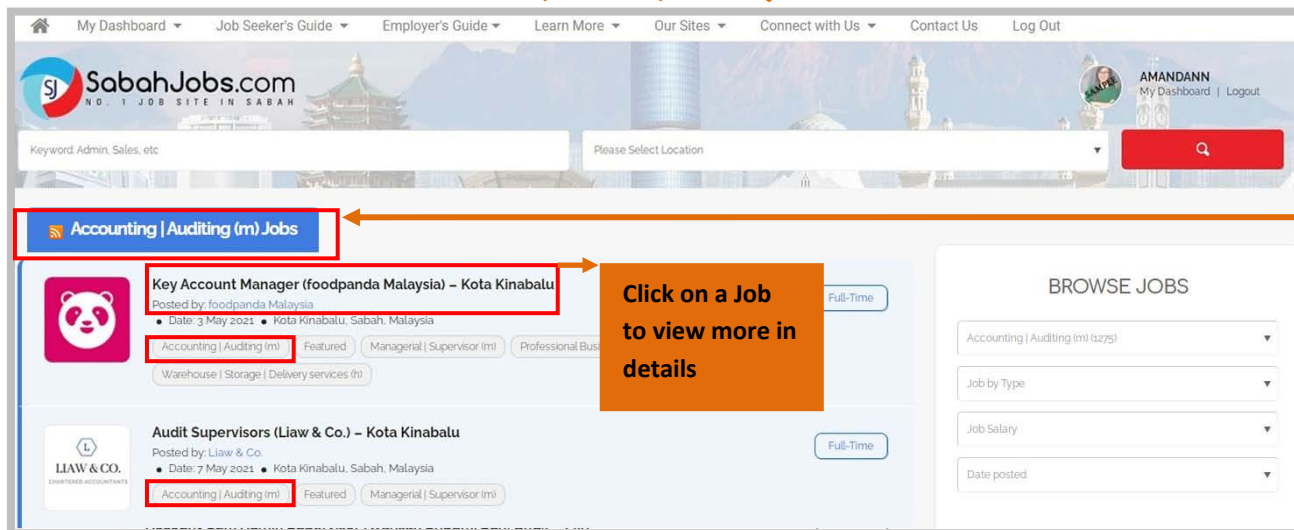
| MY JOBS: Search Jobs using 'Browse Jobs' function



On the 'Latest Jobs' page, **BROWSE** and filter jobs based on any 4 selections;

- 1 **Job Category** (ie: Accounting | Auditing (m) / Admin | Clerical | HR (n), etc)
- 2 **Job Type** (full time, internship, part-time, etc)
- 3 **Job Salary**
- 4 **Date posted**

Instant Search Results

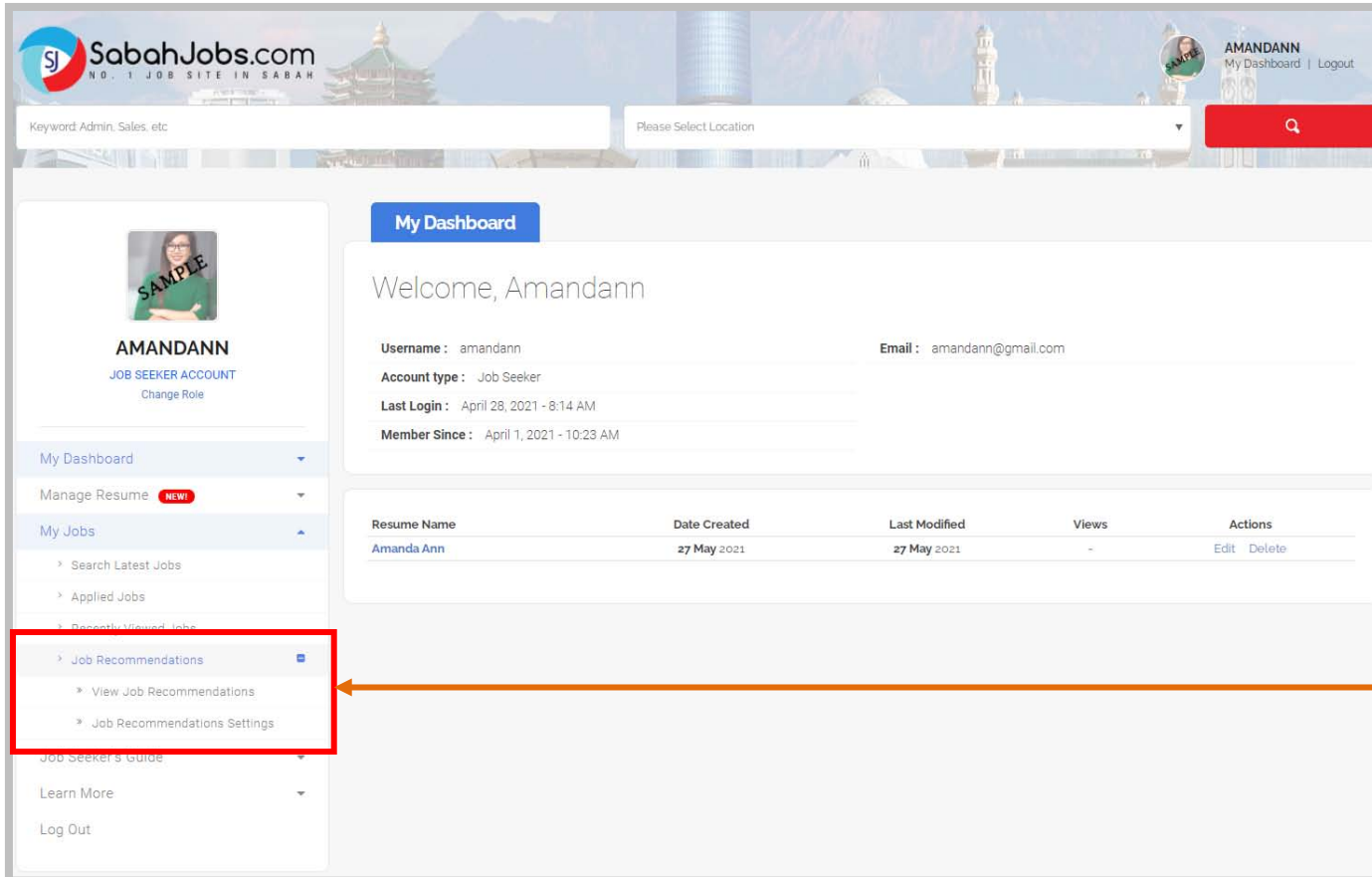


Once a selection is chosen, it will instantly generate the search results

*Left Image shows the example when you browse jobs using **JOB BY CATEGORY***

Accounting | Auditing (m) Jobs are displayed

| MY JOBS: *Job Recommendations*



My Dashboard

Welcome, Amandann

Username : amandann Email : amandann@gmail.com

Account type : Job Seeker

Last Login : April 28, 2021 - 8:14 AM

Member Since : April 1, 2021 - 10:23 AM

Resume Name	Date Created	Last Modified	Views	Actions
Amanda Ann	27 May 2021	27 May 2021	~	Edit Delete

My Dashboard

- Manage Resume **NEW!**
- My Jobs**
 - Search Latest Jobs
 - Applied Jobs
 - Recently Viewed Jobs
 - Job Recommendations**
 - View Job Recommendations
 - Job Recommendations Settings
- Job Seeker's Guide
- Learn More
- Log Out

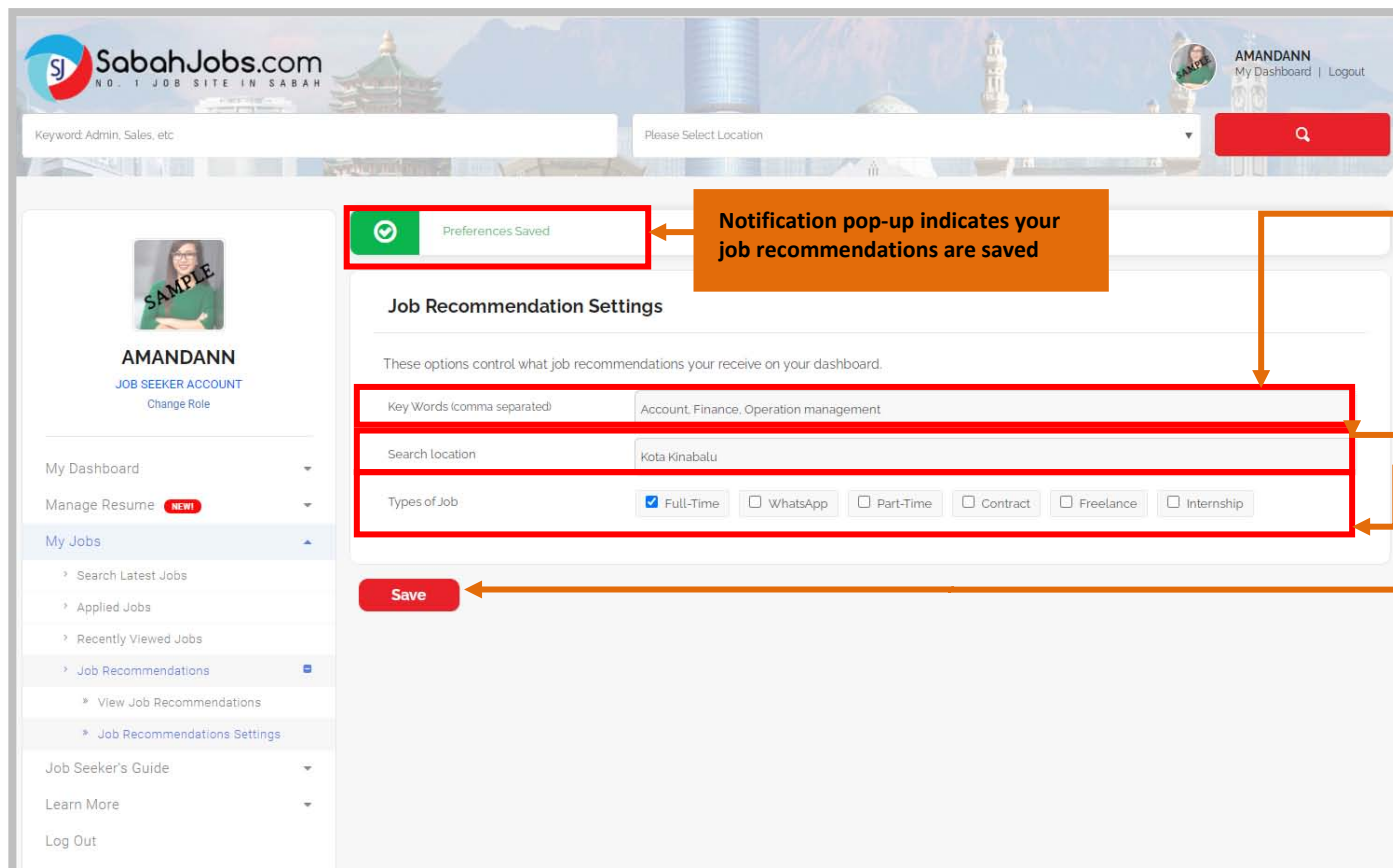
Update your **Job Recommendations** settings (**Job Category, Job Type and Preferred Location**) and you'll get to select the best jobs accordance to your preference

1

On your **DASHBOARD**,

- Go to 'Job Recommendations'
- Click 'Job Recommendations Settings'

| MY JOBS: *Job Recommendations Settings*



Keyword: Admin, Sales, etc. Please Select Location

AMANDANN
My Dashboard | Logout

Preferences Saved

Notification pop-up indicates your job recommendations are saved

Job Recommendation Settings

These options control what job recommendations your receive on your dashboard.

Key Words (comma separated) Account, Finance, Operation management

Search location Kota Kinabalu

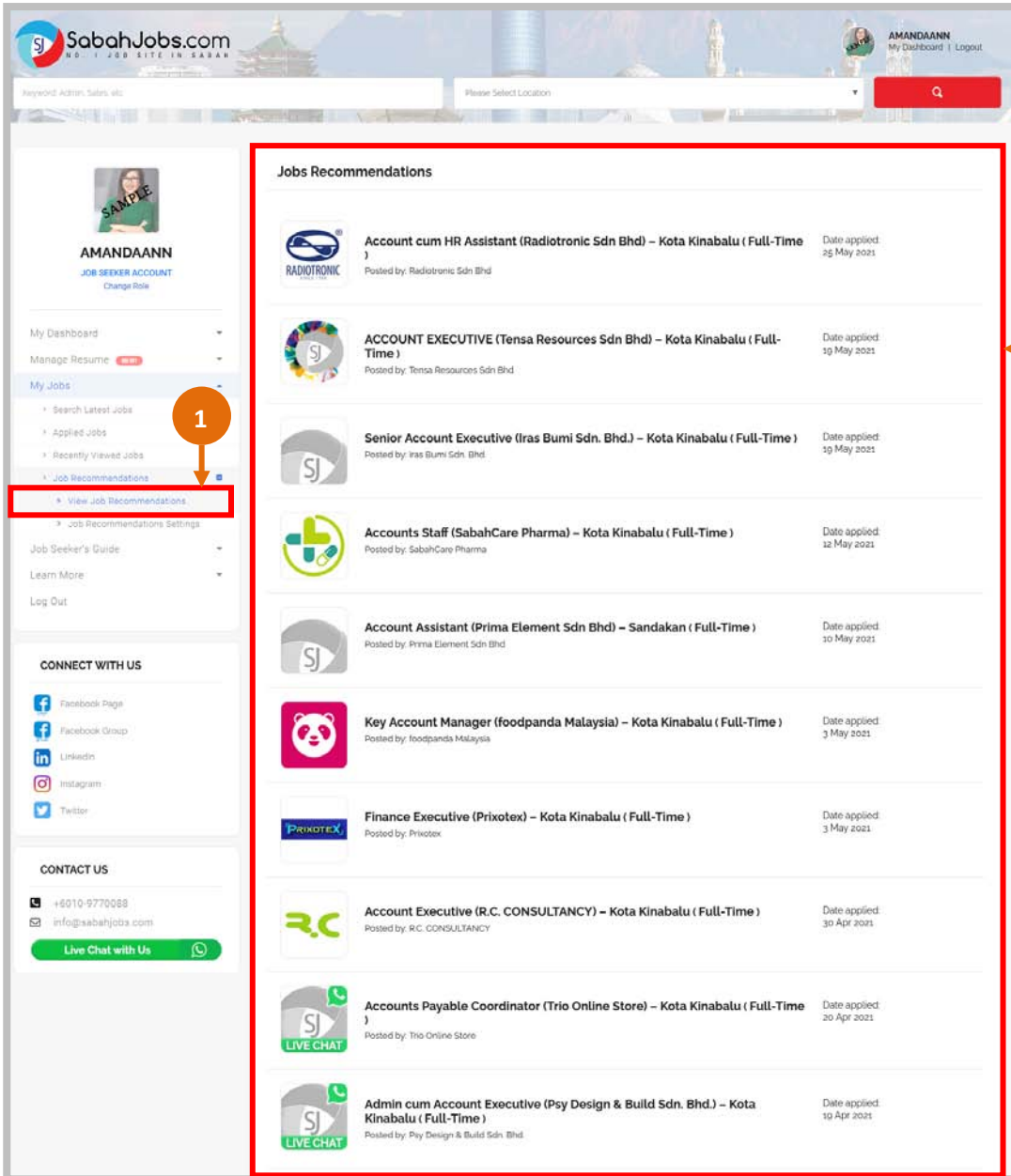
Types of Job ☒ Full-Time ☐ WhatsApp ☐ Part-Time ☐ Contract ☐ Freelance ☐ Internship

Save

Update your **Job Recommendations** settings (**Job Category, Job Type and Preferred Location**) and you'll get to select the best jobs accordance to your preference

- 2 **Key Words** section: Key-in the '**Job Category**' keywords (i.e. Admin, Account, Engineering)
- 3 **Search Location** section: Include your preferred **Location** (i.e. Kuching, Miri, etc)
- 4 **Job Type** section: Select the preferred **Job Type** (i.e. Full Time, Part Time, Contract etc).
- 5 Click **Save** to save your changes

| MY JOBS: *View Job Recommendations*



The screenshot shows the user dashboard for AMANDAANN. On the left sidebar, under 'My Jobs', the 'View Job Recommendations' link is highlighted with a red box and a circled '1'. The main content area, titled 'Jobs Recommendations', displays a list of job openings. Each job entry includes a company logo, job title, location, and date applied. The jobs listed are:

- Account cum HR Assistant (Radiotronic Sdn Bhd) – Kota Kinabalu (Full-Time)
- ACCOUNT EXECUTIVE (Tensa Resources Sdn Bhd) – Kota Kinabalu (Full-Time)
- Senior Account Executive (Iras Bumi Sdn. Bhd.) – Kota Kinabalu (Full-Time)
- Accounts Staff (SabahCare Pharma) – Kota Kinabalu (Full-Time)
- Account Assistant (Prima Element Sdn Bhd) – Sandakan (Full-Time)
- Key Account Manager (foodpanda Malaysia) – Kota Kinabalu (Full-Time)
- Finance Executive (Prixtotex) – Kota Kinabalu (Full-Time)
- Account Executive (R.C. CONSULTANCY) – Kota Kinabalu (Full-Time)
- Accounts Payable Coordinator (Trio Online Store) – Kota Kinabalu (Full-Time)
- Admin cum Account Executive (Psy Design & Build Sdn. Bhd.) – Kota Kinabalu (Full-Time)

1

On the Side Navigation Bar,

- Select '**Job Recommendations**'

- Go to '**View Job Recommendations**' to view all filtered jobs based on your preferences.

Job Recommendations Result displaying jobs under

i.e.

'Account'

'Kota Kinabalu'

'Full Time'

| MY JOBS: *Understanding Job Ad*

When reading a **Job Ad**, ensure to read thoroughly of all the information displayed and understanding of the overall job advertisement. Below are the overview tips on where to pay attention when reading a Job Ad:

Job Title, Company Name, Location, Job Category, Job Type & Date Posted

Job Details section:

Job Requirements, Job Scopes, Benefits & Remunerations

Tips: Read carefully on the job details to fully understand the job vacancy

How to Apply section:

Instruction on how you can apply to the position

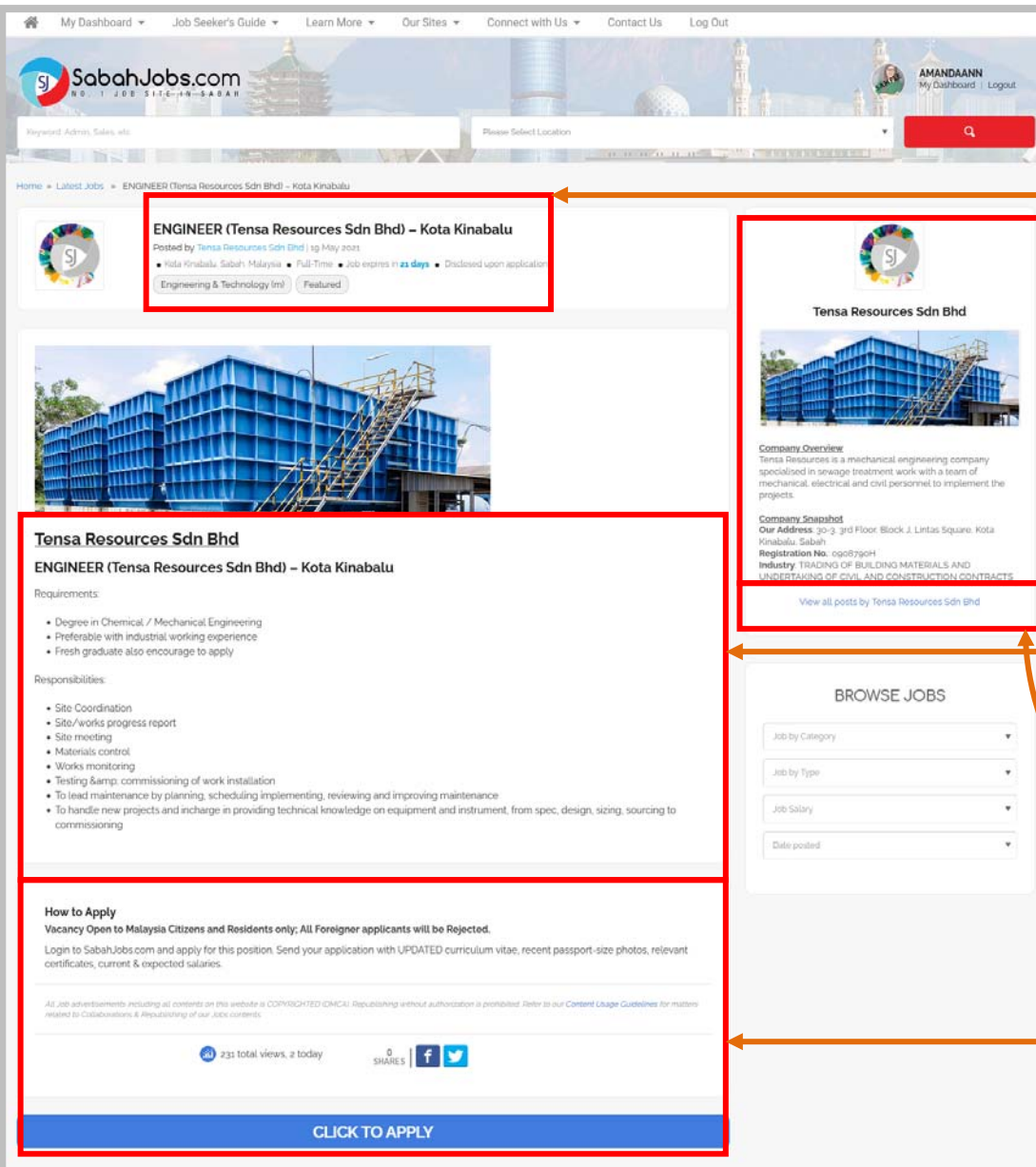
Note: To proceed with you job application, click on the button 'CLICK TO APPLY'. See page 30 to 33 for more information

Company Profile section:

More information about the Company

Tips: click the link 'View all post by _Company Name_' to see other job advertisements under the company

Click to view all jobs posted by the company



ENGINEER (Tensa Resources Sdn Bhd) – Kota Kinabalu
 Posted by Tensa Resources Sdn Bhd | 19 May 2021
 • Kota Kinabalu, Sabah, Malaysia • Full-Time • Job expires in 23 days • Disclosed upon application
 Engineering & Technology (lm) • Featured

Tensa Resources Sdn Bhd
ENGINEER (Tensa Resources Sdn Bhd) – Kota Kinabalu

Requirements:

- Degree in Chemical / Mechanical Engineering
- Preferable with industrial working experience
- Fresh graduate also encourage to apply

Responsibilities:

- Site Coordination
- Site/works progress report
- Site meeting
- Materials control
- Works monitoring
- Testing & commissioning of work installation
- To lead maintenance by planning, scheduling implementing, reviewing and improving maintenance
- To handle new projects and incharge in providing technical knowledge on equipment and instrument, from spec, design, sizing, sourcing to commissioning

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.

231 total views, 2 today

CLICK TO APPLY

Tensa Resources Sdn Bhd
 Company Overview
 Tensa Resources is a mechanical engineering company specialised in sewage treatment work with a team of mechanical, electrical and civil personnel to implement the projects.
 Company Snapshot
 Our Address: 30-3, 3rd Floor Block J, Lintas Square, Kota Kinabalu, Sabah
 Registration No. 0907920H
 Industry: TRADING OF BUILDING MATERIALS AND UNDERTAKING OF CIVIL AND CONSTRUCTION CONTRACTS
 View all posts by Tensa Resources Sdn Bhd

BROWSE JOBS

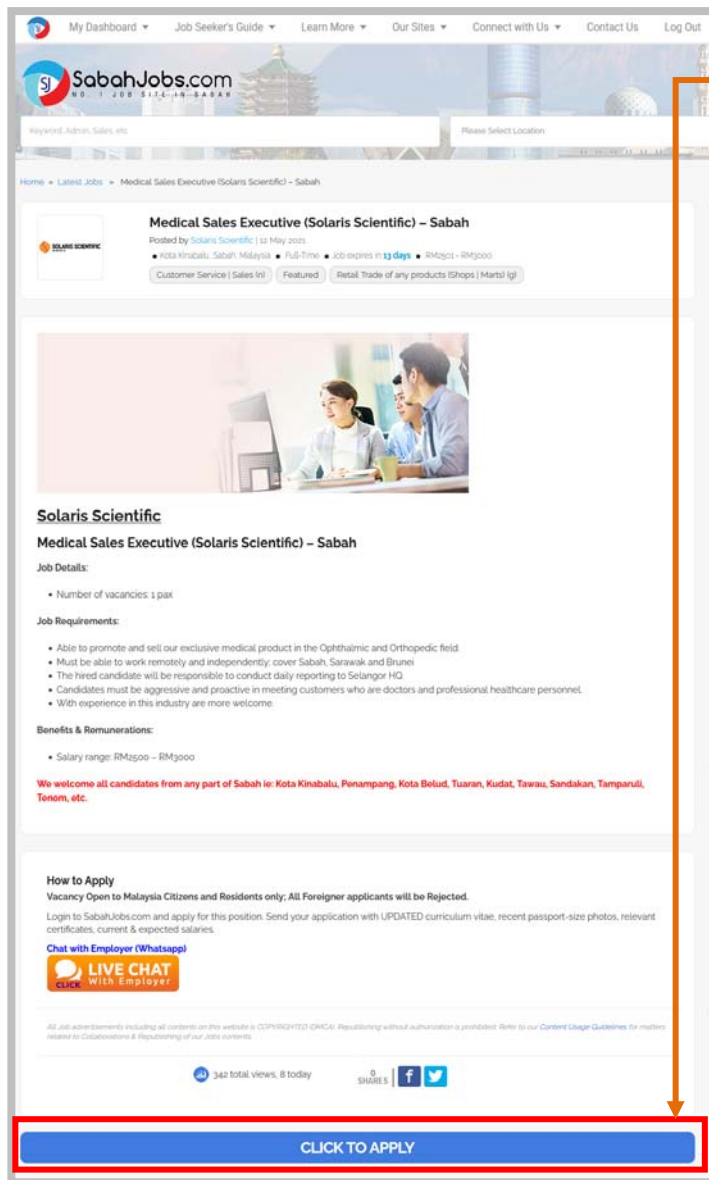
Job by Category ▼

Job by Type ▼

Job Salary ▼

Date posted ▼

| MY JOBS: *How to Apply for Jobs?*



1

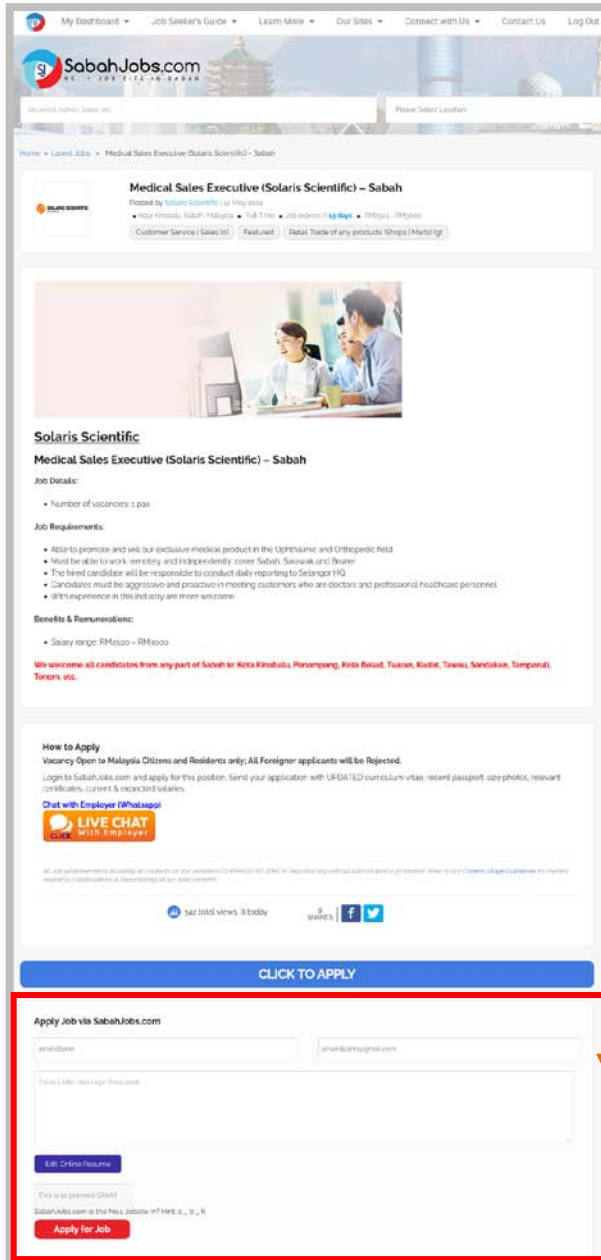
Click on the Job Ad that you wished to apply.
On the Job Ad, click on the **'CLICK TO APPLY'** button

2

'Apply Job via SabahJobs.com' section will appear and Fill in the information required

- Key-in your Full Name & Valid Email Address
- Include your Introduction / Cover letter message
- You can upload your own CV or any supporting documents (i.e: Certificates, etc) by clicking on 'Upload CV'
- You can also 'Edit Online Resume' submitted
- Key-in 'sabah' on the security message
- Click 'Apply for Job' to submit your job application

| MY JOBS: *How to Apply for Jobs?*



The screenshot displays the SabahJobs.com interface. At the top, there's a navigation bar with links like 'My Dashboard', 'Job Seeker's Guide', 'Learn More', 'Our Sites', 'Contact with Us', 'Contact Us', and 'Log Out'. Below this, a search bar and a location selector are visible. The main content area features a job listing for 'Medical Sales Executive (Solaris Scientific) - Sabah'. The listing includes the company logo, job title, location, and a brief description. A 'CLICK TO APPLY' button is prominently displayed. Below this button, a red-bordered box highlights the 'Apply Job via SabahJobs.com' section. This section contains a form with fields for 'email@domain' and 'password@domain', a 'Submit Online Resume' button, and an 'Apply for Job' button. A red arrow points from the 'CLICK TO APPLY' button to the 'Apply for Job' button.

1

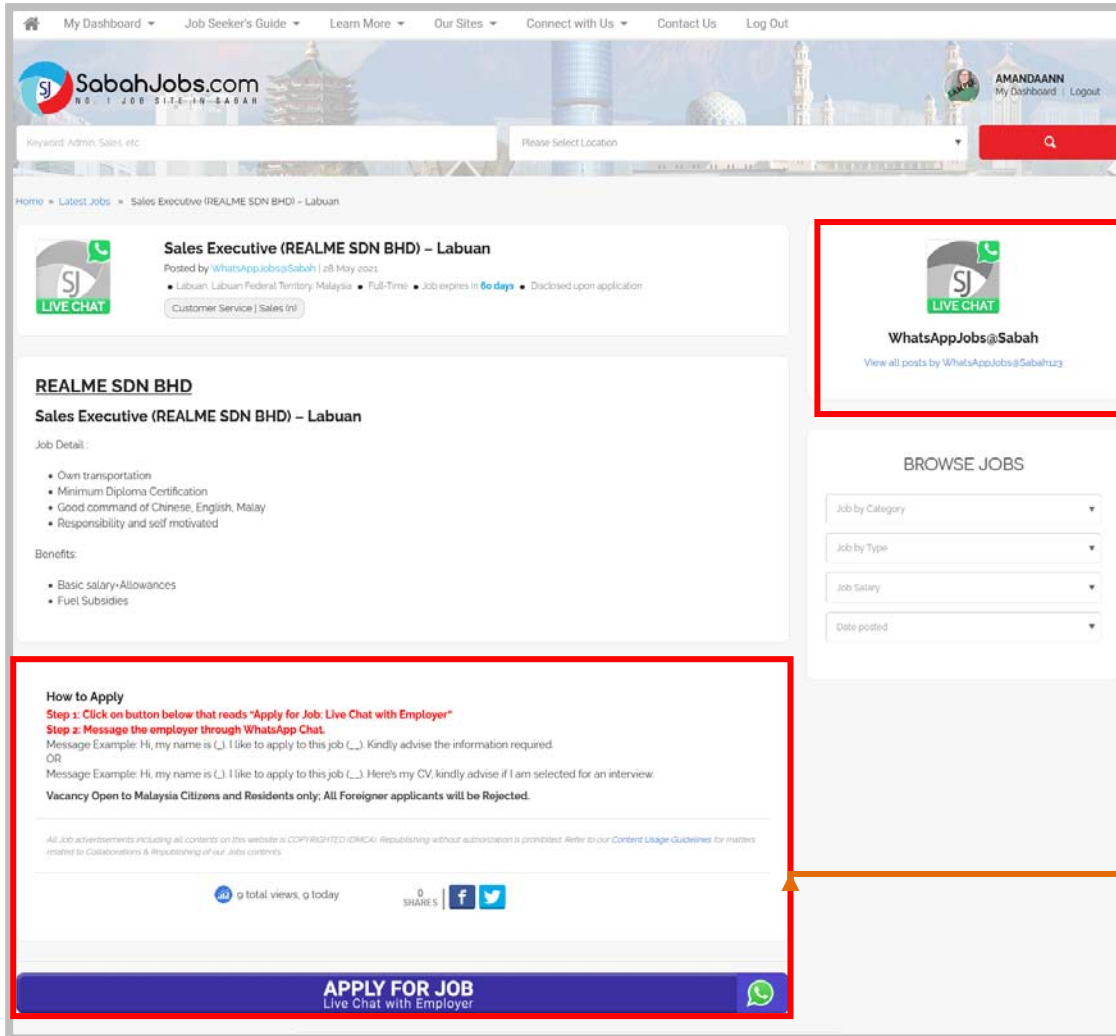
Click on the Job Ad that you wished to apply. On the Job Ad, click on the 'CLICK TO APPLY' button

2

'Apply Job via SabahJobs.com' section will appear and Fill in the information required

- Key-in your **Full Name & Valid Email Address**
- Include your **Introduction / Cover letter message**
- You can upload your own CV or any supporting documents (i.e: Certificates, etc) by clicking on '**Upload CV**'
- You can also '**Edit Online Resume**' submitted
- Key-in '**sabah**' on the security message
- Click '**Apply for Job**' to submit your job application

| MY JOBS: How to Apply for WhatsApp Jobs?



SabahJobs.com
NO. 1 JOB SITE IN SABAH

My Dashboard | Job Seeker's Guide | Learn More | Our Sites | Connect with Us | Contact Us | Log Out

Keyword: Admin, Sales, etc. Please Select Location

Home » Latest Jobs » Sales Executive (REALME SDN BHD) - Labuan

Sales Executive (REALME SDN BHD) - Labuan
Posted by WhatsAppJobs@Sabah | 28 May 2021
Labuan, Labuan Federal Territory, Malaysia | Full-Time | Job expires in 60 days | Disposed upon application
Customer Service | Sales Inq

REALME SDN BHD
Sales Executive (REALME SDN BHD) - Labuan
Job Detail:

- Own transportation
- Minimum Diploma Certification
- Good command of Chinese, English, Malay
- Responsibility and self motivated

Benefits:

- Basic salary-Allowances
- Fuel Subsidies

How to Apply
Step 1: Click on button below that reads "Apply for Job: Live Chat with Employer"
Step 2: Message the employer through WhatsApp Chat.
Message Example: Hi, my name is (). I like to apply to this job (). Kindly advise the information required.
OR
Message Example: Hi, my name is (). I like to apply to this job (). Here's my CV, kindly advise if I am selected for an interview.
Vacancy Open to Malaysia Citizens and Residents only: All Foreigner applicants will be Rejected.

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0 total views, 0 today
SHARES | f | t

APPLY FOR JOB
Live Chat with Employer

1 **Tips:** Refer to the Company Profile section, the '**Live Chat**' logo and '**Whatsapp Jobs**' sentence indicate that the job is listed under Whatsapp Job

This logo and the sentence 'Whatsapp Jobs' indicates that this is a Whatsapp Job

2 Some Jobs require you to contact the employer directly **via WhatsApp**.

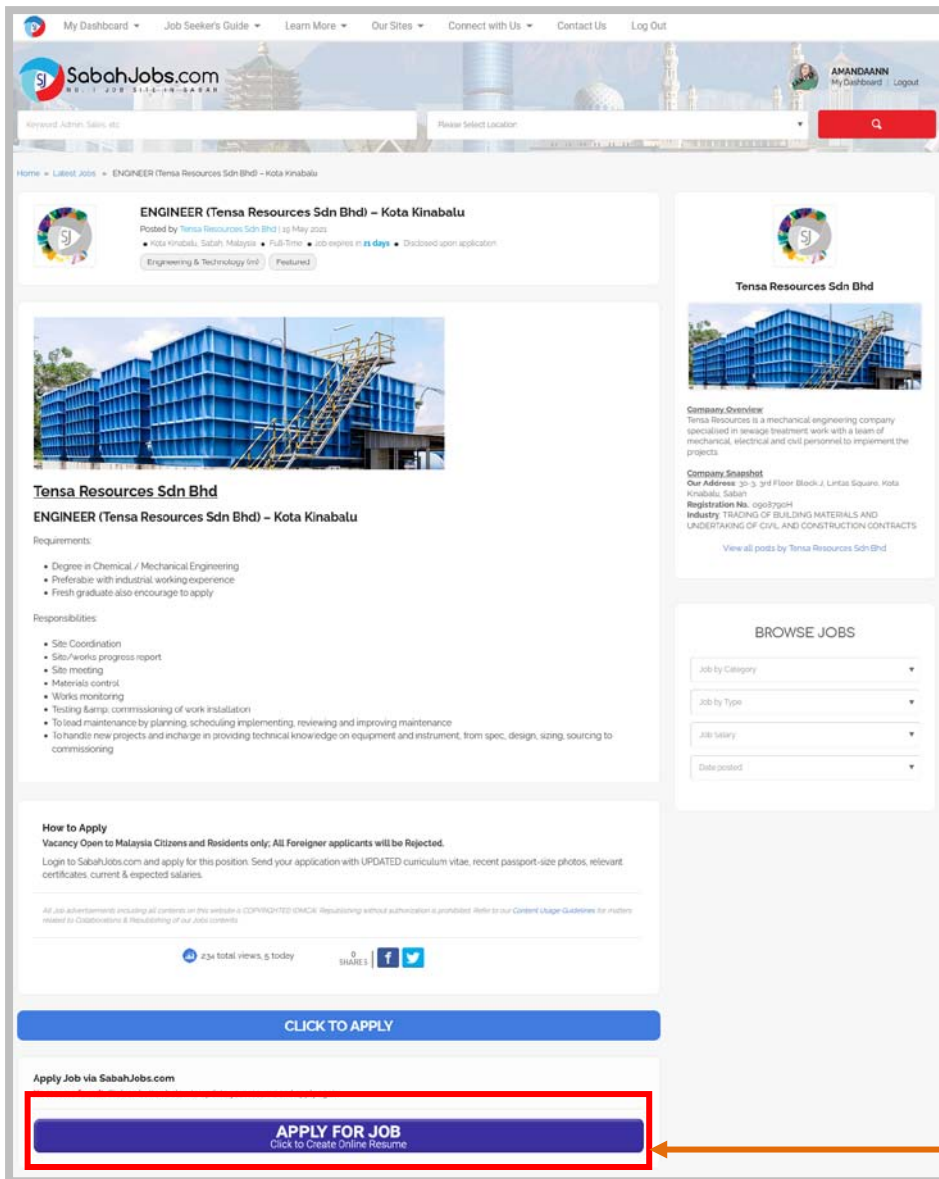
- Read the information under the '**How to Apply**' section
- Click on button below that reads "**APPLY FOR JOB: Live Chat with Employer**"
- Message the employer through WhatsApp Chat

Message Example:

- Hi, my name is (). I like to apply to this job (). Here's my CV, kindly advise if I am selected for an interview. *OR*;

- Hi, my name is (). I like to apply to this job (). Here's my CV, kindly advise if I am selected for an interview.

| MY JOBS: *Why I Can't Apply to a Job?*



My Dashboard | Job Seeker's Guide | Learn More | Our Sites | Connect with Us | Contact Us | Log Out

SabahJobs.com

Keyword: Admin, Sales, etc. | Please Select Location

Home | Latest Jobs | ENGINEER (Tensa Resources Sdn Bhd) - Kota Kinabalu

ENGINEER (Tensa Resources Sdn Bhd) - Kota Kinabalu
 Posted by Tensa Resources Sdn Bhd | 14 May 2020
 • Kota Kinabalu, Sabah, Malaysia • Full-Time • Job expires in 25 days • Clicked upon application
 Engineering & Technology (en) | Featured

Tensa Resources Sdn Bhd
 ENGINEER (Tensa Resources Sdn Bhd) - Kota Kinabalu
 Requirements:
 • Degree in Chemical / Mechanical Engineering
 • Preferable with industrial working experience
 • Fresh graduate also encourage to apply
 Responsibilities:
 • Site Coordination
 • Site/works progress report
 • Site meeting
 • Materials control
 • Works monitoring
 • Testing & commissioning of work installation
 • To lead maintenance by planning, scheduling implementing, reviewing and improving maintenance
 • To handle new projects and exchange in providing technical knowledge on equipment and instrument, from spec, design, sizing, sourcing to commissioning
 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.
 All job advertisements including all contents on this website is COPYRIGHTED ©MACK. Republishing without authorization is prohibited. Refer to our Content Usage Guidelines for further details on Collaborations & Resubmitting of our jobs contents.
 234 total views, 5 today
 0 SHARES | f | t | w
 CLICK TO APPLY
 Apply Job via SabahJobs.com
APPLY FOR JOB
 Click to Create Online Resume

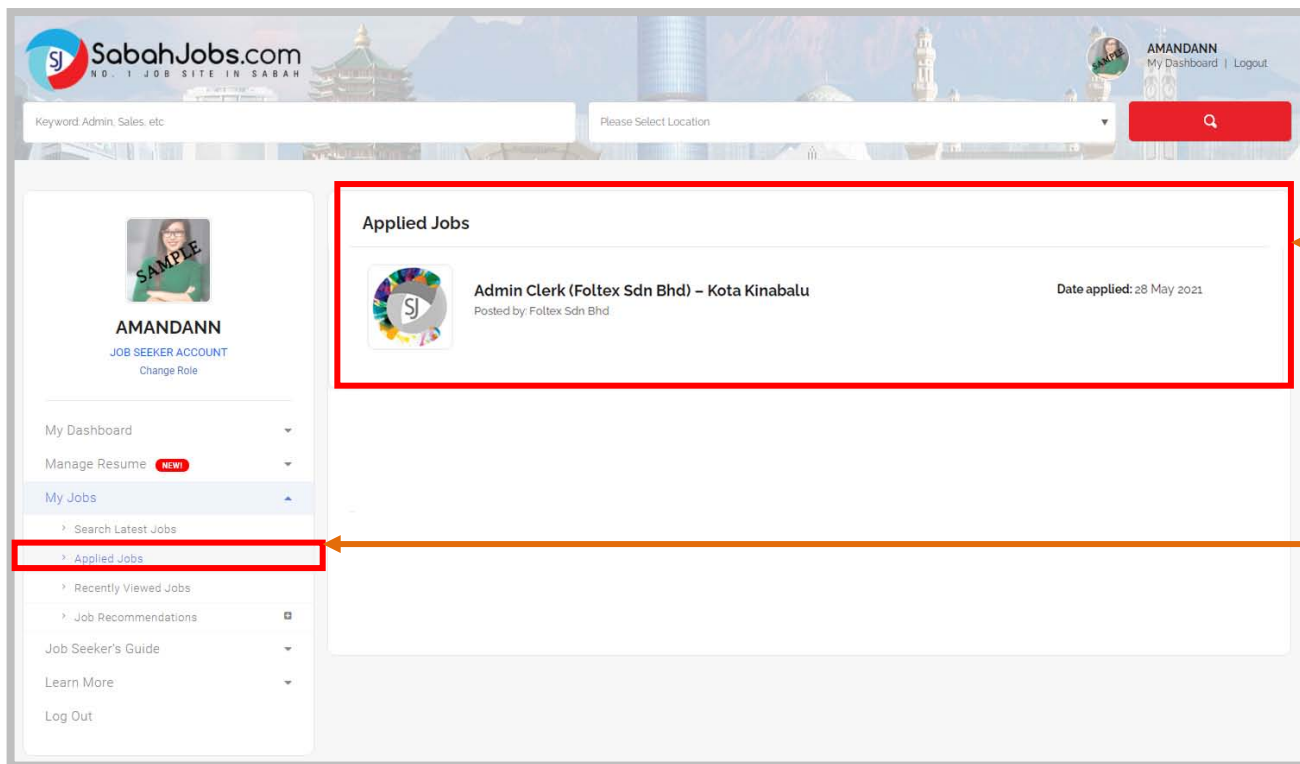
NO RESUME FOUND!

What does this mean?

- It means that you currently do not have an online resume.
- To apply to a job, you are required to create an online resume first.
- Click on **'APPLY FOR JOB Click to Create Online Resume'**.
- Follow through to Add Resume. This entire process can also be found on page 10 to page 18

Click to proceed to Create your Resume and apply for the job

| MY JOBS: *How can I know that I have successfully applied to the job?*



1 On your Dashboard, click '**My Jobs**' and go to '**Applied Jobs**'

All the job ads that you already applied to will be displayed on this section

2 Alternatively, when you have successfully applied to a job, you will receive an email notification from info@SabahJobs.com to your registered email (i.e. Gmail, Yahoo, Hotmail, Outlook, etc).

A **Email Subject** indicates the exact Job/Position that you have applied to.

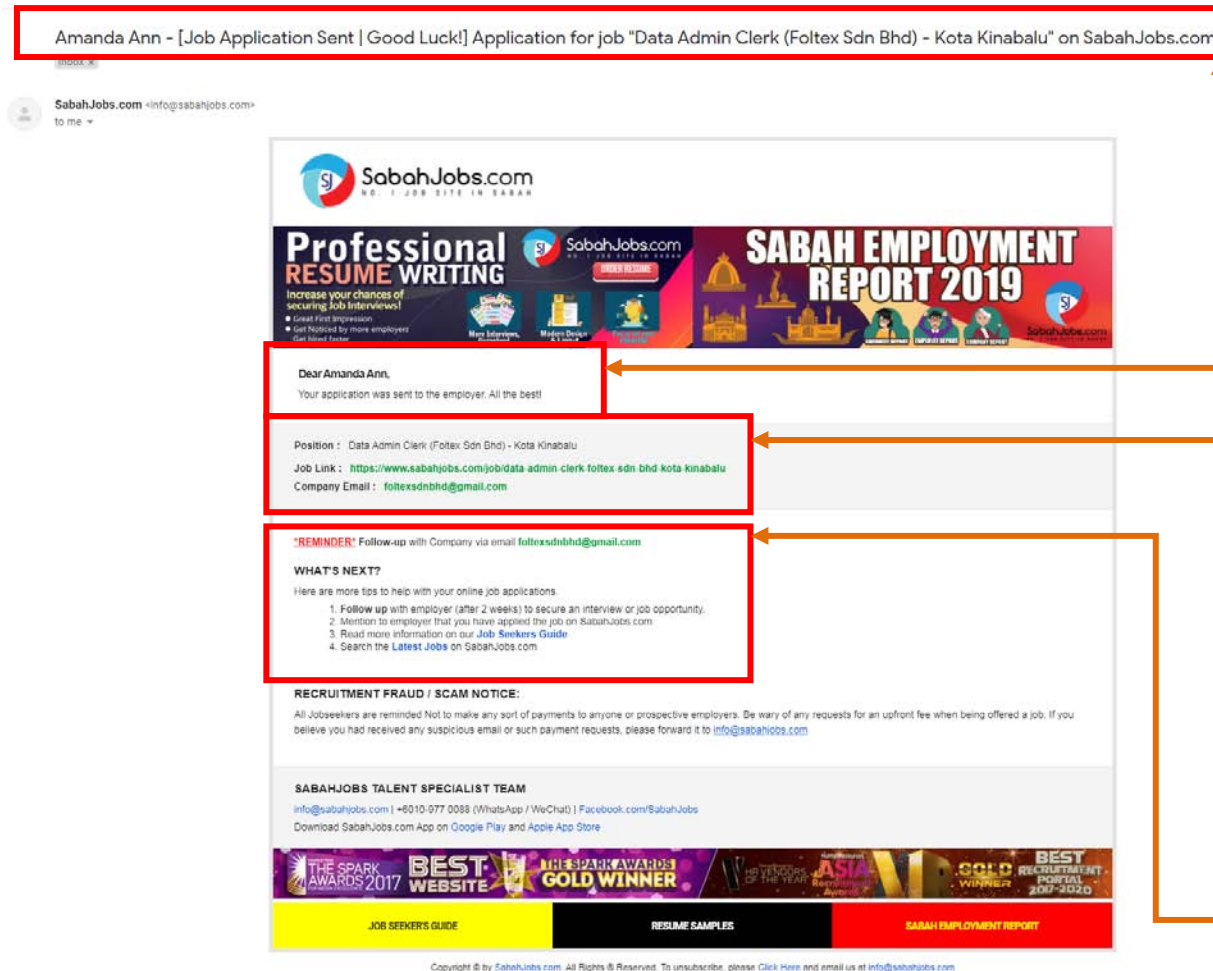
B **Personalised Greeting mentioning your username** indicates that your job application is successfully sent to the Company

C **Position, Job Link & Company Email** indicates about the job that you have applied to and you can follow up further with the company

D **Tips** on how to follow up and improve your applications

| MY JOBS: How can I know that I have successfully applied to the job?

EXAMPLE OF EMAIL NOTIFICATION RECEIVED (i.e. GMAIL)



1 On your Dashboard, click 'My Jobs' and go to 'Applied Jobs'

All the job ads that you already applied to will be displayed on this section

2 Alternatively, when you have successfully applied to a job, you will receive an email notification from info@sabahjobs.com to your registered email (i.e. Gmail, Yahoo, Hotmail, Outlook, etc), which contains:

A **Email Subject** indicates the exact Job/Position that you have applied to.

B **Personalised Greeting mentioning your username** indicates that your job application is successfully sent to the Company

C **Position, Job Link & Company Email** indicates about the job that you have applied to and you can follow up further with the company

D **Tips** on how to follow up and improve your applications