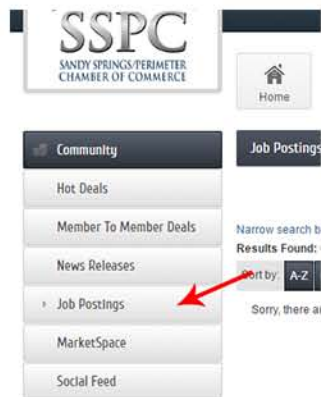




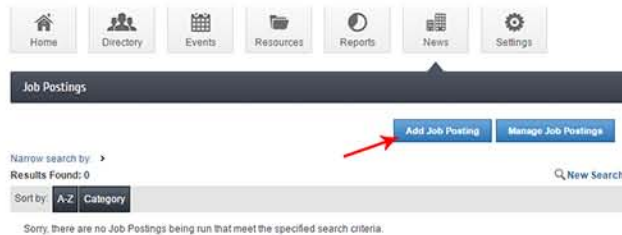
## How to Add a Job Posting to chambermaster

Submit open jobs to our online Job Directory and find your next great employee! Job openings automatically push to SSPC's Twitter account and are cross-posted on Facebook and LinkedIn.

1. **Login** to your ChamberMaster profile.
2. Click on **Job Postings** on the left hand shortcuts list.



3. Once on the Job Postings page, click the **Add Job Posting** button.



4. Add all Job information in the provided fields: **Title, Description, Category, Contact Information**, etc.

5. **Active Dates:** Active Dates are the dates during which you would like to have this posting active on the website.



6. **Image:** Upload your business logo to show on the Job Posting.

### Image



Image Not Assigned

Maximum: 75 x 75

Add Image

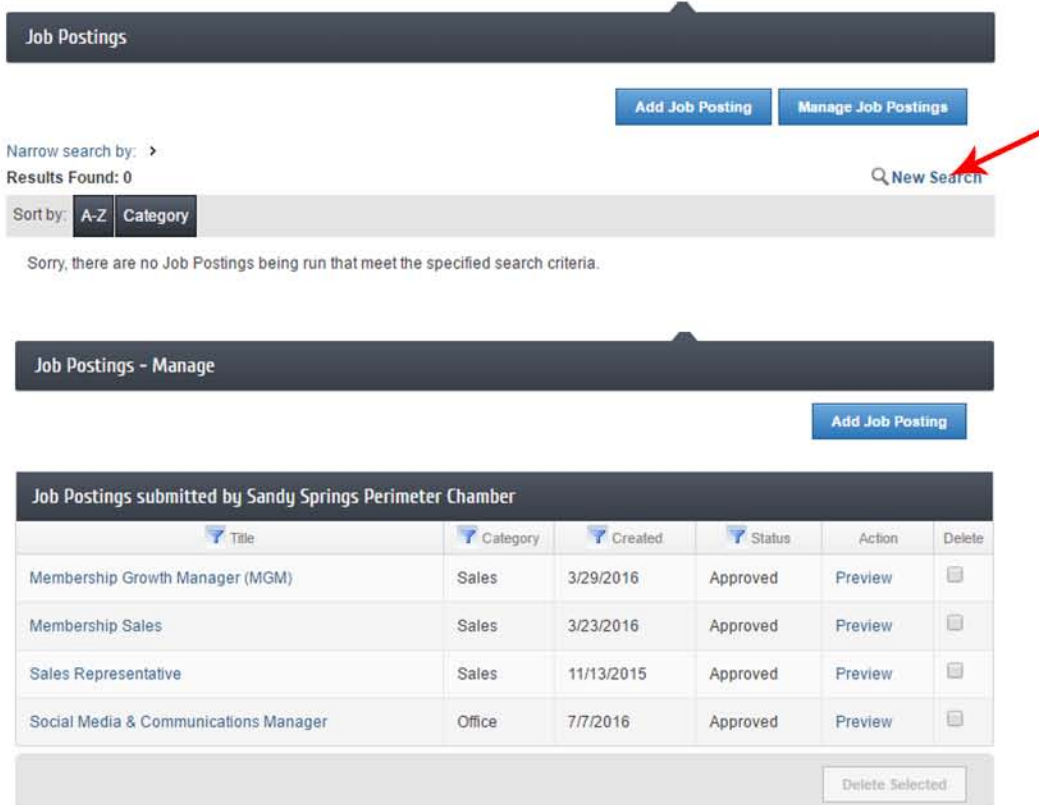
7. Click **Submit for Approval**.



Save as Draft Cancel Submit for Approval

### Manage Existing Job Postings:

After you have submitted a Job Posting, **Manage** your Job Posting to see if it has been approved, make updates to any pending Job Postings, or delete Job Postings. \*After your Job Posting has been approved, you will need to contact SSPC to make any updates or changes.



Job Postings

Add Job Posting Manage Job Postings

Narrow search by: >  
Results Found: 0

Sort by: A-Z Category

Sorry, there are no Job Postings being run that meet the specified search criteria.

Job Postings - Manage

Add Job Posting

Job Postings submitted by Sandy Springs Perimeter Chamber

Title	Category	Created	Status	Action	Delete
Membership Growth Manager (MGM)	Sales	3/29/2016	Approved	Preview	
Membership Sales	Sales	3/23/2016	Approved	Preview	
Sales Representative	Sales	11/13/2015	Approved	Preview	
Social Media & Communications Manager	Office	7/7/2016	Approved	Preview	

Delete Selected

Please allow 1-3 business days for job submission and approval.  
Contact [kathryn@sandysprings.org](mailto:kathryn@sandysprings.org) with any questions