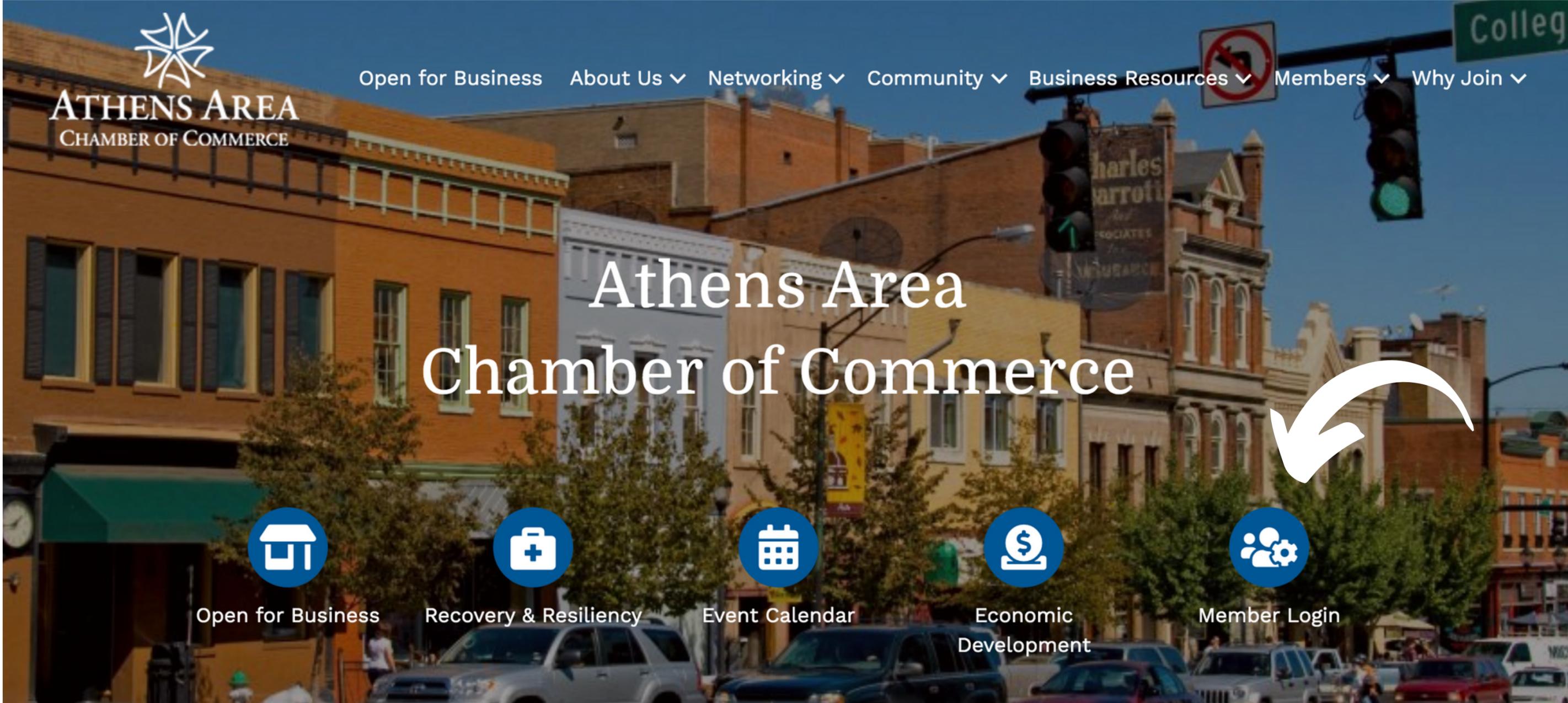# JOB POSTINGS

Instruction Guide for Chamber Members

Step 1: Log in to Your Member Account

Step 1: Log in to Your Member Account
Log in using the same information that you use to register for events.

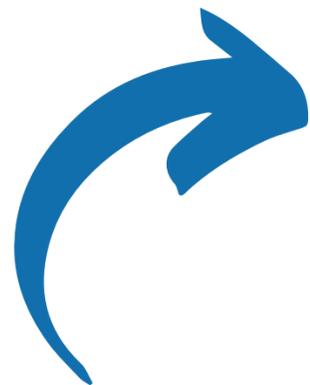## Login

Username

jsmith

Password

••••••••

Forgot your username/password?

Sign In

Please contact the Chamber at 706-549-6800 or info@athensga.com if you do not already have an account.

Step 2: Click Job Postings

Click the Job Postings button under the Shortcuts menu on the left side.

CHAMBER OF COMMERCE

Home | **Directory** | **Events** | **Resources** | **Reports** | **News** | **Settings**

Home

Shortcuts

- Personal Information
- Company Information
- Open For Business!
- Member to Member Deals!
- News Releases
- Job Postings

Welcome Message

[Read Later]

ChamberMaster is your direct connection to the **Athens Area Chamber of Commerce** . As a member of the Athens Area Chamber of Commerce you have the opportunity to market your business to consumers visiting https://www.athensga.com/ by enhancing your informational home page with pictures and text. You can also post hot deals, job openings and events, add keywords to help consumers find you when they run searches, and run reports to see hit statistics for your home page and other advertised items.

Whether at work, at home, or traveling, anywhere that you have access to the internet you will be able to edit your information by logging into the ChamberMaster website. If you have any questions regarding this site please contact your Athens Area Chamber of Commerce representative.

Upcoming Events

21 MAY 2020

REVISED You received the PPP, now what? Presented by UGA's Small Business Development Center

Ask The Experts - Q&A with SBDC Consultants Your questions on what

... see more →

Member Profile

Your Company Profile is 76%

[UPDATE]

Text | Link | Photo | Video

Post expert advice, tips or just something from your day.

Step 3: Click Add Job Posting

Click the Add Job Posting button at the top right.

Community

Open For Business!

Member to Member Deals!

News Releases

▸ Job Postings

Social Feed

Job Postings

[Add Job Posting] [Manage Job Postings]

Narrow search by: ❯

Results Found: 2

🔍 **New Search**

Sort by: [A-Z] [Category]

Accountant/Bookkeeper

A growing Athens based Construction/Development Company seeks an experienced individual in accounting that can add value to our accounting team and the overall success of our company. The applicant must be well organized, motivated, a self-starter and able to work effectively in a fast-paced environment. They must have experience and understanding of QuickBooks, Accounts Payable, and Payroll at a minimum. The salary and benefits are commensurate for the position's roles and responsibilities. Please

... **more details** →

Category: Accounting

Job Posting

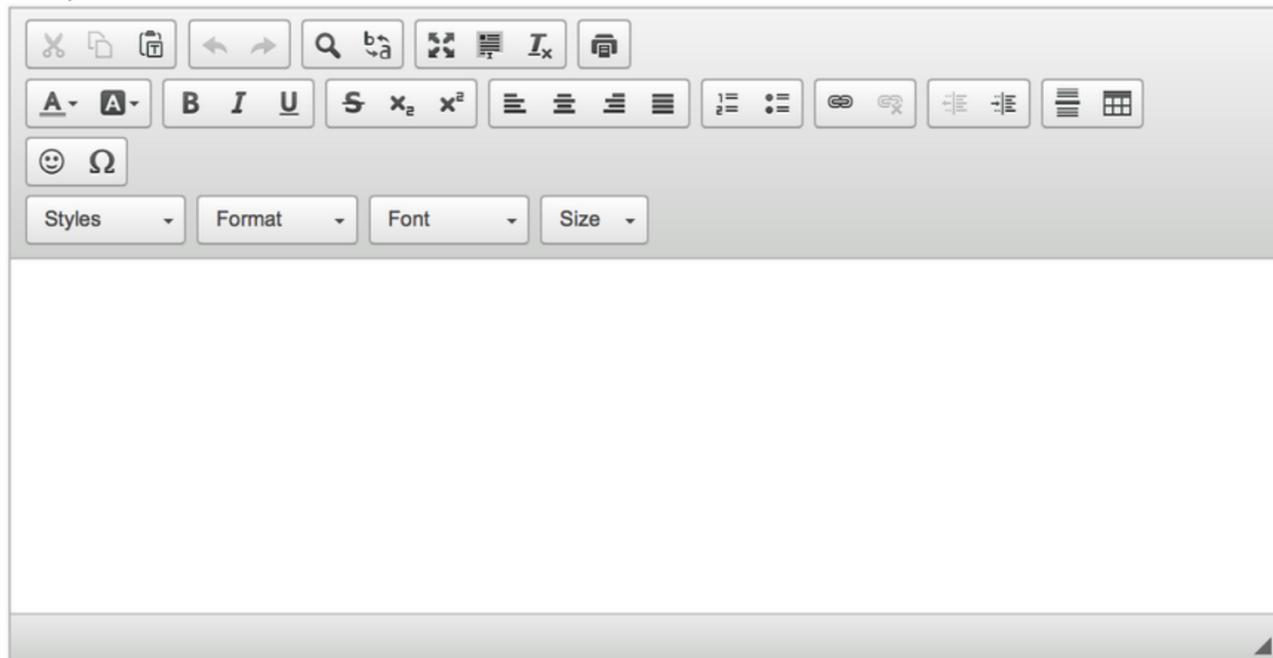Contact:

Email: jobs@kpgc.net

VIEW MAP

Step 4: Add your information!

Please fill out as much information as you can for the sections provided.

General

Title:

Description:

Meta Description: (1-2 sentence summary of your content; often visible in search engine results and social media posts/shares; 320 characters max)

Displayed Posting Date:

Category:

Select a Category

Helpful tips:

- Use descriptive keywords in your title.
- Provide as much detail as you can in the description about your open position, including necessary qualifications.
- Bullet points are more effective than paragraphs.
- The Meta Description will be used for SEO, so include important keywords related to your position or business in it.
- Select the appropriate business category.

Step 4: Add your information!

Please fill out as much information as you can for the sections provided.

Contact Information

Organization Name:

Contact Rep Name:

Street:

City:

State:

Postal Code:

Email:

Local Phone:

Fax:

Website:

Helpful tips:

The Contact section may be already filled out if your information is saved in your member acccount, but please double check to make sure it is accurate.
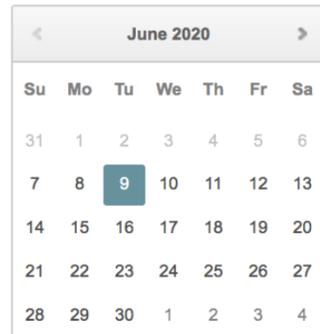
Step 4: Add your information!
Please fill out as much information as you can for the sections provided.

Active Dates

Select dates for this item to be run:

NOTE: All dates must be selected at this point, active dates cannot be changed once the Job Posting has been submitted. Job Postings are run on a week by week basis, beginning on Sunday of each week.

Active Dates

-None Selected-

Clear Dates

‹	June 2020	›

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Image

Image
Not
Assigned

Add Image

Save as Draft   Cancel   Submit for Approval

Helpful tips:

Choose how long you want the job posting to run on our website and add a logo to help potential candidates recognize your organization

Step 5: Submit for Approval

When you are ready to publish, please click the button below so that we can review it.

Image

Image
Not
Assigned

Add Image

**Save as Draft**   **Cancel**   **Submit for Approval**

Step 6: Wait for Approval

Please allow our staff 24 hours to review your submission. We will try to review submissions as quickly as possible. If it needs to be published immediately due to time constraints, please contact us and we will try to accomodate you. Facebook posts will be automatically generated after the submission is approved.

How to View the Job Postings Page

You can access the page by clicking on its tab under Members on the Home Page.
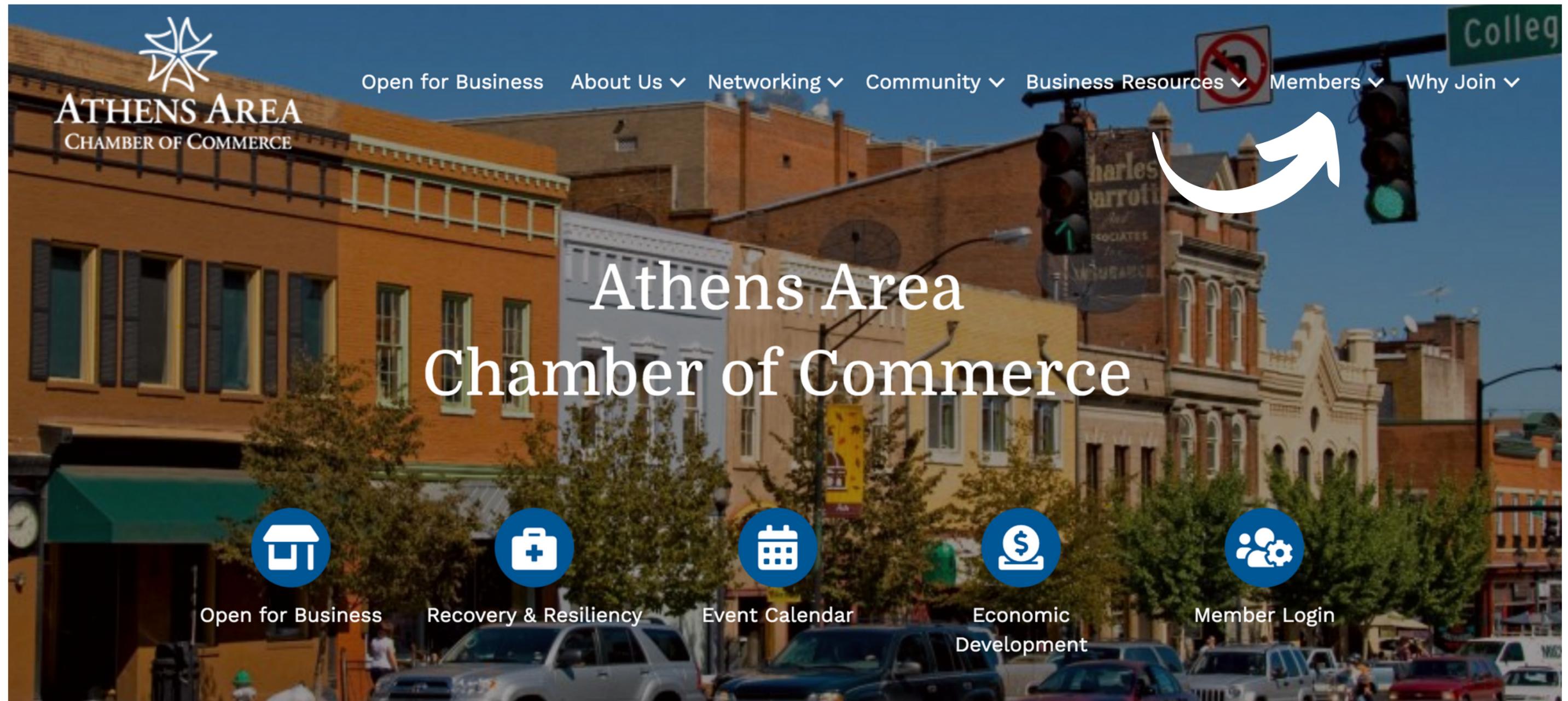
View Listings!

Job Search

| word | Category... ⇕ | Employer... ⇕ | 🔍 Search |

Results Found: 2

⬇A/Z ⬇1/9 ⬇F 🖨 ☰

Posted 05/24/2020
Financial Controller

Categories: Accounting

Posted 05/29/2020
Accountant/Bookkeeper

Categories: Accounting

JOB POSTINGS

Please contact us at 706-549-6800 or info@athens.com if you have any additional questions!