Creating a Job Posting

1. Log in to Chambermaster

2. Select Job Postings on the left side of the page

3. Select Add Job Posting
4. Enter the job title and job description on the form

5. Select the closest matching job category from the dropdown box. Some of the other fields will automatically be populated from the information you have provided in Chambermaster.
6. Choose the dates you want this posting to be active.

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
8/14/2016 - 8/20/2016
Clear Dates

7. Submit your job posting for approval. Your request will be e-mailed to Cathy Zuber. Adding an image is optional.
8. Once approved, you will get an e-mail notification.

9. Your posting will appear on the home page of the El Dorado County Chamber of Commerce web site with a link to additional information about the job and your contact information.
Managing your Job Postings

10. To manage your job postings, log in to Chambermaster and select Job Postings then Manage Job Postings.

This will allow you to see all your job postings. You can delete the posting from here when the position is filled.
Viewing Job Postings

11. Current job postings can be viewed by clicking on Business – Find A Business

This will bring up the Business Directory Search page

12. Scroll down to the bottom of the page and click on Job Postings
13. This will bring you to the page with ALL the current job postings.