

中国美国商会招聘信息服务指南

此服务仅向中国美国商会会员企业提供

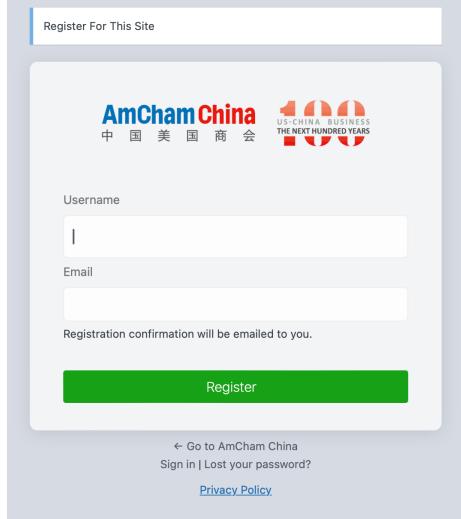
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第一步：注册服务

首次使用Job Listing服务的商会会员需要通过注册来激活服务。

- 1 

点选网站菜单中的“Services”，并在选项卡中点击“Jobs Board”以打开Job Listing页面。
- 2 

在Jobs Board页点击“Register”，并填写帐号注册信息。其中的email必须为会员公司邮件地址。
- 3 

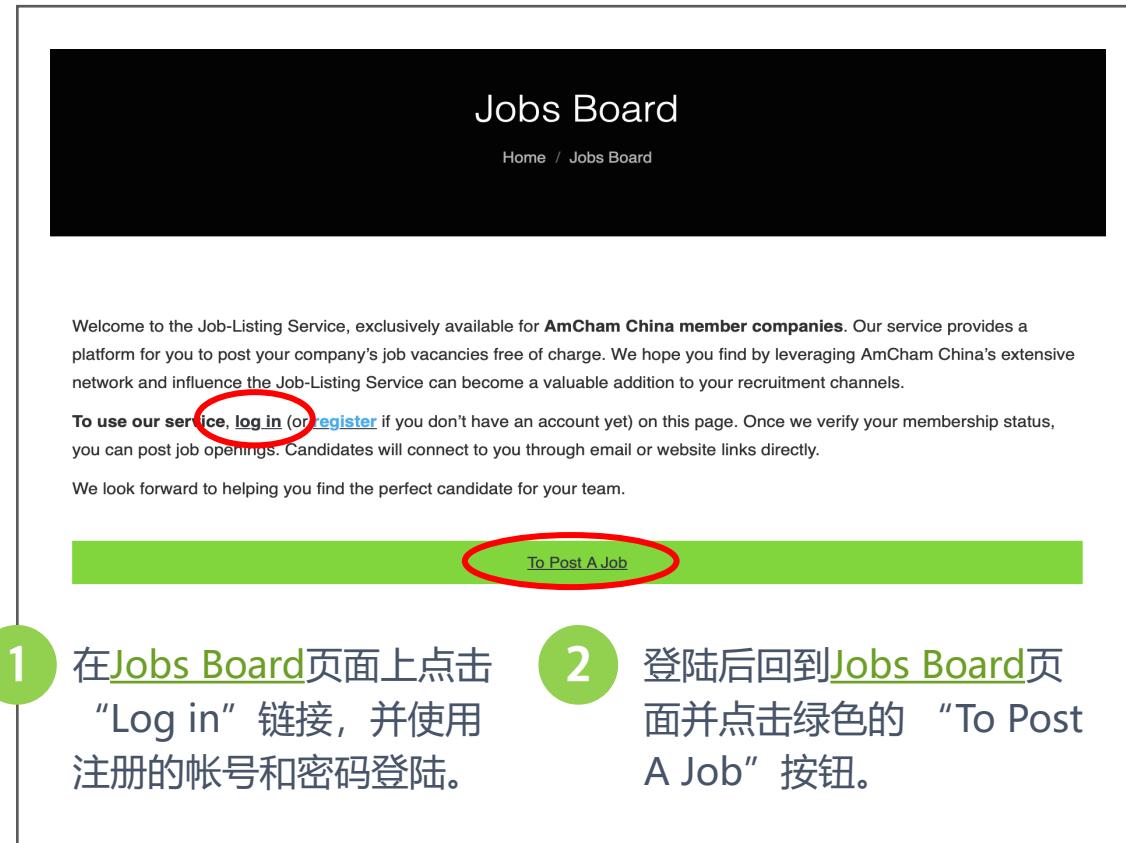
提交申请后我们将核对您的会籍信息，并以邮件通知您的注册是否成功。

注：非中国美国商会现行会员无法注册本服务。会员公司的非持卡人雇员可发送邮件至jobs@amchamchina.org并提供必要信息完成注册。
- 4 

收到注册成功的邮件后，请点击邮件中的链接来设置帐号密码以完成注册。

第二步：发布招聘信息

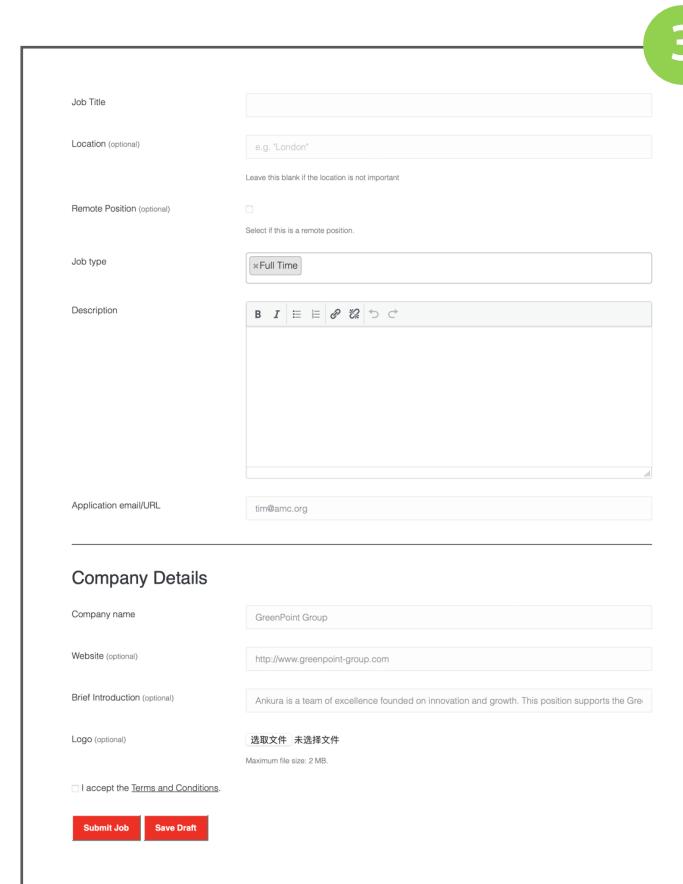
会员公司的非持卡人雇员注册时需要额外提供电子版的盖有公章的营业执照副本



The image shows the 'Jobs Board' landing page. At the top, it says 'Jobs Board' and 'Home / Jobs Board'. Below that, a welcome message for AmCham China member companies is displayed. It encourages users to log in or register to post job openings. A green button at the bottom is labeled 'To Post A Job'.

1 在Jobs Board页面上点击“Log in”链接，并使用注册的帐号和密码登陆。

2 登陆后回到Jobs Board页面并点击绿色的“To Post A Job”按钮。



The image shows a job posting form. It includes fields for 'Job Title' (with a placeholder 'e.g. "London"'), 'Location (optional)', 'Remote Position (optional)', 'Job type' (set to 'Full Time'), 'Description' (with a rich text editor), 'Application email/URL' (containing 'tim@amc.org'), 'Company Details' (with fields for 'Company name' and 'Website'), 'Brief Introduction (optional)', 'Logo (optional)', and a checkbox for 'I accept the Terms and Conditions'. At the bottom are 'Submit Job' and 'Save Draft' buttons.

3

填写表格中的所有信息，阅读并勾选表格下方的服务使用条款，点击红色“Submit Job”按钮

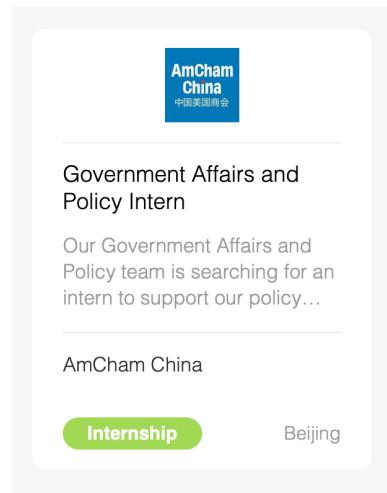
注：“Application email / URL”是您预留给应聘者的联系和材料提交渠道，请保证其正确有效。

第三步：等待招聘信息上线，以及管理您发布的信息

如您遇到任何问题，请发送邮件至jobs@amchamchina.org



您所提交的招聘信息将在1-3个工作日内发布（或退回）。在[商会网站的主页](#)和[Job Board](#)页面可以进行查看。



管理您发布的信息

1

Welcome to the Job-Listing Service, exclusively available post your company's job vacancies free of charge. We hope this Listing Service can become a valuable addition to your recruitment strategy. To use our service, log in (or [register](#)) if you don't have any openings. Candidates will connect to you through email communications. To manage your posts, please [click here](#). We look forward to your posts!

2

Your listings are shown in the table below.			
Title	Filled?	Date	Listing Expires
[Redacted]	-	April 25, 2024	May 24, 2024
[Redacted] (Expired)	-	April 25, 2024	April 30, 2024
Edit • Mark filled • Duplicate • Delete			
Add Job			

在[Job Board](#)页面点击“[To Post A Job](#)”进入发布页面。在表格上方文字中点击“[To manage your posts](#)”后方的链接进入管理页面

按照屏幕提示对已发布的招聘信息进行“编辑”、“复制”、“删除”等操作。

注：招聘信息的有效期为30天，标记为“*Filled*”的信息将不再显示。