

AmCham China Job Listing Service Guide

Exclusively available for AmCham China member companies

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Step 1: To Register the Service

The cardholding members who are the first time to use the Job Listing service need to activate it by registration.

1

Publications Services

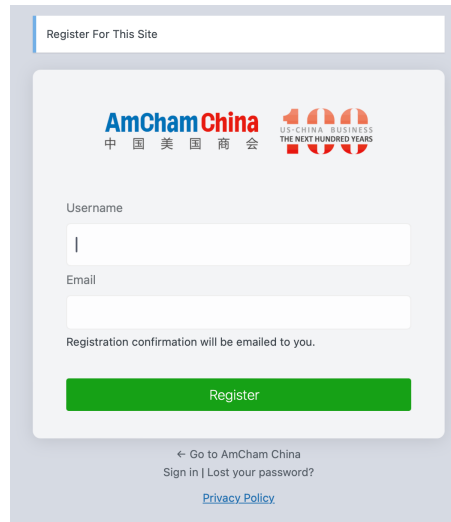
Jobs

Jobs Board

AmCham China Internships

Click the link "Jobs Board" in the "Services" menu to go to the landing page.

2

A screenshot of the AmCham China registration form. At the top, it says "Register For This Site". Below that is the AmCham China logo with the text "中国 美国 商会" and "US-CHINA BUSINESS THE NEXT HUNDRED YEARS". The form has fields for "Username" and "Email". Below the "Email" field, it says "Registration confirmation will be emailed to you." There is a green "Register" button. At the bottom, there are links for "Go to AmCham China", "Sign in | Lost your password?", and "Privacy Policy".

In the Jobs Board landing page, find and click the link "Register." Fill out the registration form and submit. Please must use your corporate email.

3



Upon your submission, we will check your membership status and inform you the result by email.

Notes: The Job Listing service is not available to non members. Employee from member companies should send their request to jobs@amchamchina.org

4

As receive the registration email, please click the link embeded to complete the setup of your account.

Step 2: To Publish A Job Ad

Employee from our member companies who register this service should provide a digital copy of your business license with corporate chop on it.

Jobs Board

Home / Jobs Board

Welcome to the Job-Listing Service, exclusively available for **AmCham China member companies**. Our service provides a platform for you to post your company's job vacancies free of charge. We hope you find by leveraging AmCham China's extensive network and influence the Job-Listing Service can become a valuable addition to your recruitment channels.

To use our service, **log in** (or **register** if you don't have an account yet) on this page. Once we verify your membership status, you can post job openings. Candidates will connect to you through email or website links directly.

We look forward to helping you find the perfect candidate for your team.

[To Post A Job](#)

1 Click the link "Log in" on the [Jobs Board](#) landing page and use your account info to log in

2 Go back to the [Jobs Board](#) landing page and click the button "To Post A Job"

3

Fill out the form and read the "Terms and Conditions" and tick off its check box. Click the "Submit Job" button to submit.

Notes: "Application email / URL" is the email address or the website that your applicants set direct contact with you. Please use valid information.

Job Title

Location (optional)

Remote Position (optional)

Job type

Description

Application email/URL

Company Details

Company name

Website (optional)

Brief Introduction (optional)

Logo (optional)

☐ I accept the [Terms and Conditions](#)

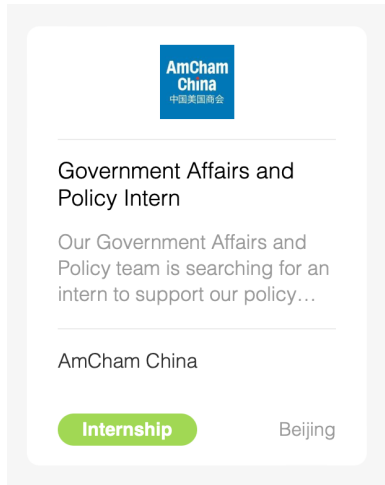
[Submit Job](#) [Save Draft](#)

Step 3: To Check and Manage Your Job Ads

If you have encountered with any problems, please send email to jobs@amchamchina.org



Your Job Ad will be published (or declined) within 1-3 working days. Once it has been published, you can check it at our [Home Page](#) or at the [Job Board](#) landing page.



To manage the job ads you have published

1

Welcome to the Job-Listing Service, exclusively available post your company's job vacancies free of charge. We hope the Listing Service can become a valuable addition to your recruitment efforts.

To use our service, log in (or [register](#) if you don't have an account). Candidates will connect to you through email or phone.

To manage your posts, please [click here](#). We look forward to your feedback.

Click the "To Post A Job" on the [Job Board](#) landing page again, and find "To manage your posts", then hit the link "click here".

2

Your listings are shown in the table below.

Title	Filled?	Date	Listing Expires
[Redacted]	-	April 25, 2024	May 24, 2024
Edit • Mark filled • Duplicate • Delete			
[Redacted] (Expired)	-	April 25, 2024	April 30, 2024
Add Job			

In your job ads list, select from "Edit", "Duplicate", "Delete" to manage your job ads.

Notes: Each job ad will be posted for 30 days. You can click "Mark filled" to close the opening.