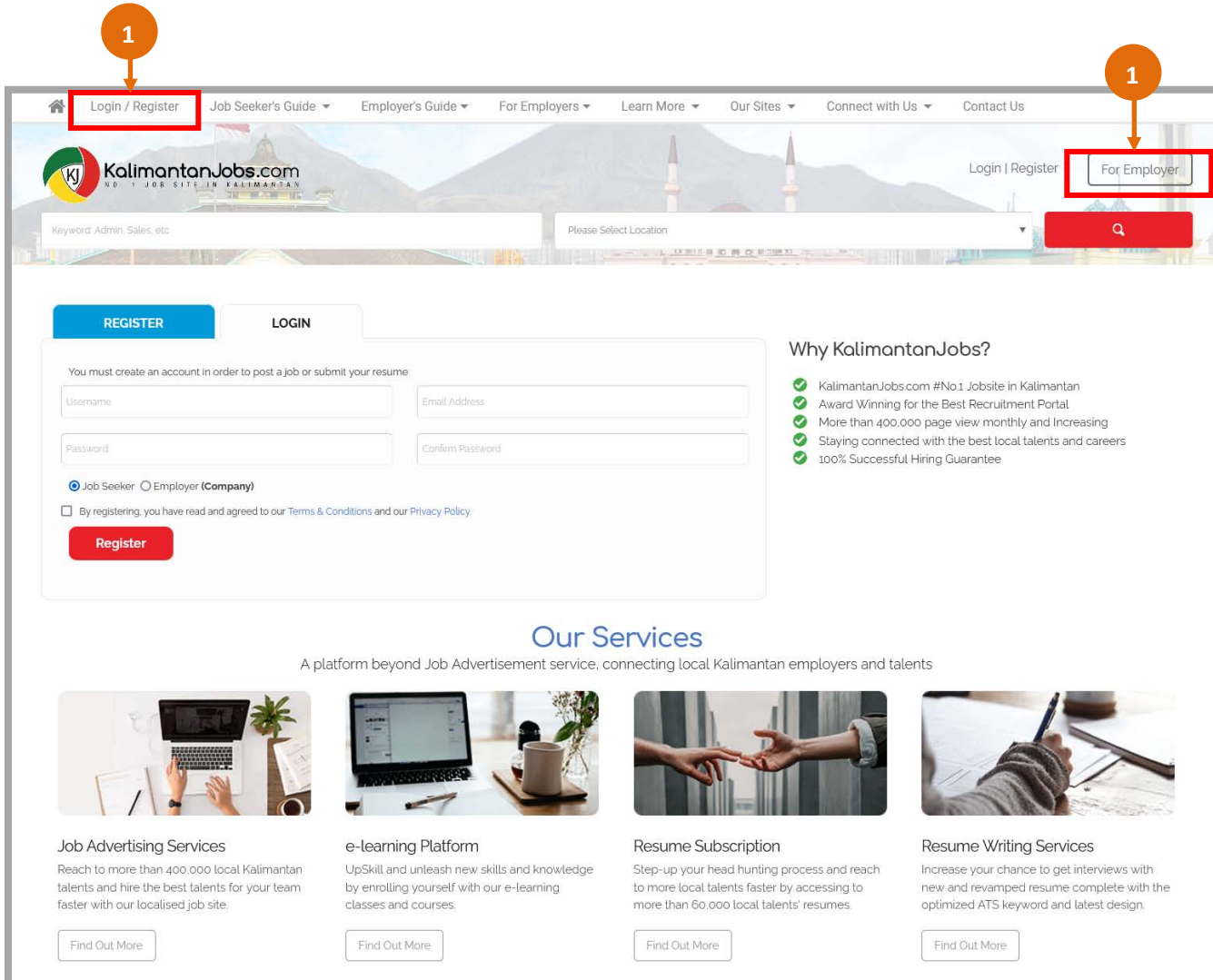


EMPLOYER'S GUIDE

TABLE OF CONTENTS

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POST A JOB:	11
MANAGE JOBS	24
TALENT MANAGEMENT SYSTEM (TMS).....	29
EMAIL NOTIFICATION	37
CONTACT & RESPOND TO APPLICANTS	39

| EMPLOYER'S LOGIN: *Where to sign-in?*



1 Click **'Login / Register'** or **'For Employer'** to access

<https://www.Kalimantanjobs.com/login>

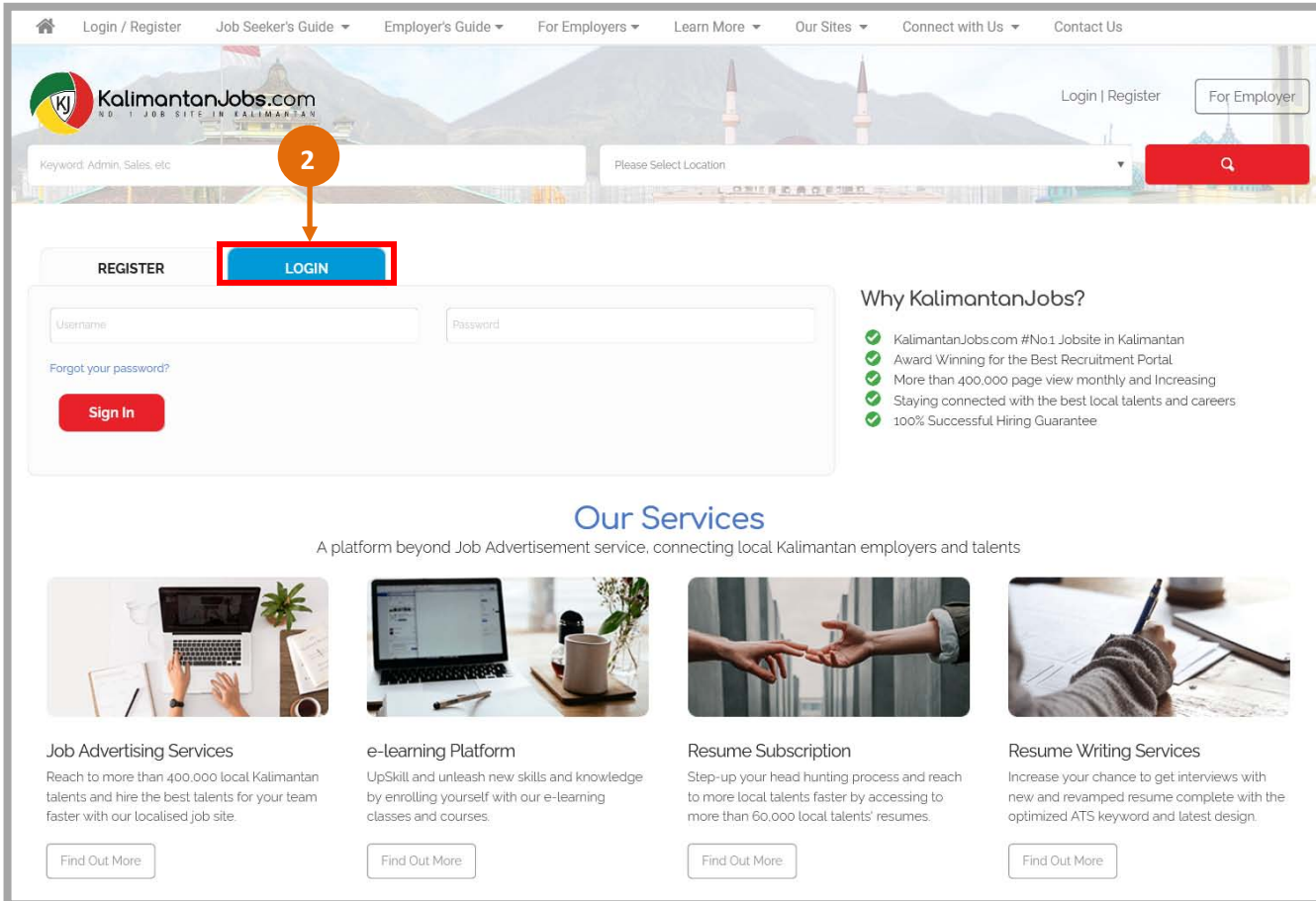
2 Select **'LOGIN'** to sign-in to your Employer's account

3 Key-in your Username & Password

4 Click **'Sign In'** to proceed

5 Click **'Forgot your password?'** to reset your password

| EMPLOYER'S LOGIN: *Where to sign-in?*



The screenshot shows the website's header with navigation links: Home, Login / Register, Job Seeker's Guide, Employer's Guide, For Employers, Learn More, Our Sites, Connect with Us, and Contact Us. Below the header is a search bar with the text 'Keyword: Admin, Sales, etc.' and a 'Please Select Location' dropdown. A red search button is on the right. Below the search bar are two buttons: 'REGISTER' and 'LOGIN'. The 'LOGIN' button is highlighted with a red box and an orange circle with the number '2' pointing to it. Below the buttons are input fields for 'Username' and 'Password', a 'Forgot your password?' link, and a red 'Sign In' button. To the right of the login form is a section titled 'Why KalimantanJobs?' with four bullet points: 'KalimantanJobs.com #No1 Jobsite in Kalimantan', 'Award Winning for the Best Recruitment Portal', 'More than 400,000 page view monthly and Increasing', and '100% Successful Hiring Guarantee'. Below this is a section titled 'Our Services' with a subtitle 'A platform beyond Job Advertisement service, connecting local Kalimantan employers and talents'. It features four service cards: 'Job Advertising Services', 'e-learning Platform', 'Resume Subscription', and 'Resume Writing Services', each with a brief description and a 'Find Out More' button.

1 Click 'Login/Register' or 'For Employer' to access

<https://www.kalimantanjobs.com/login>

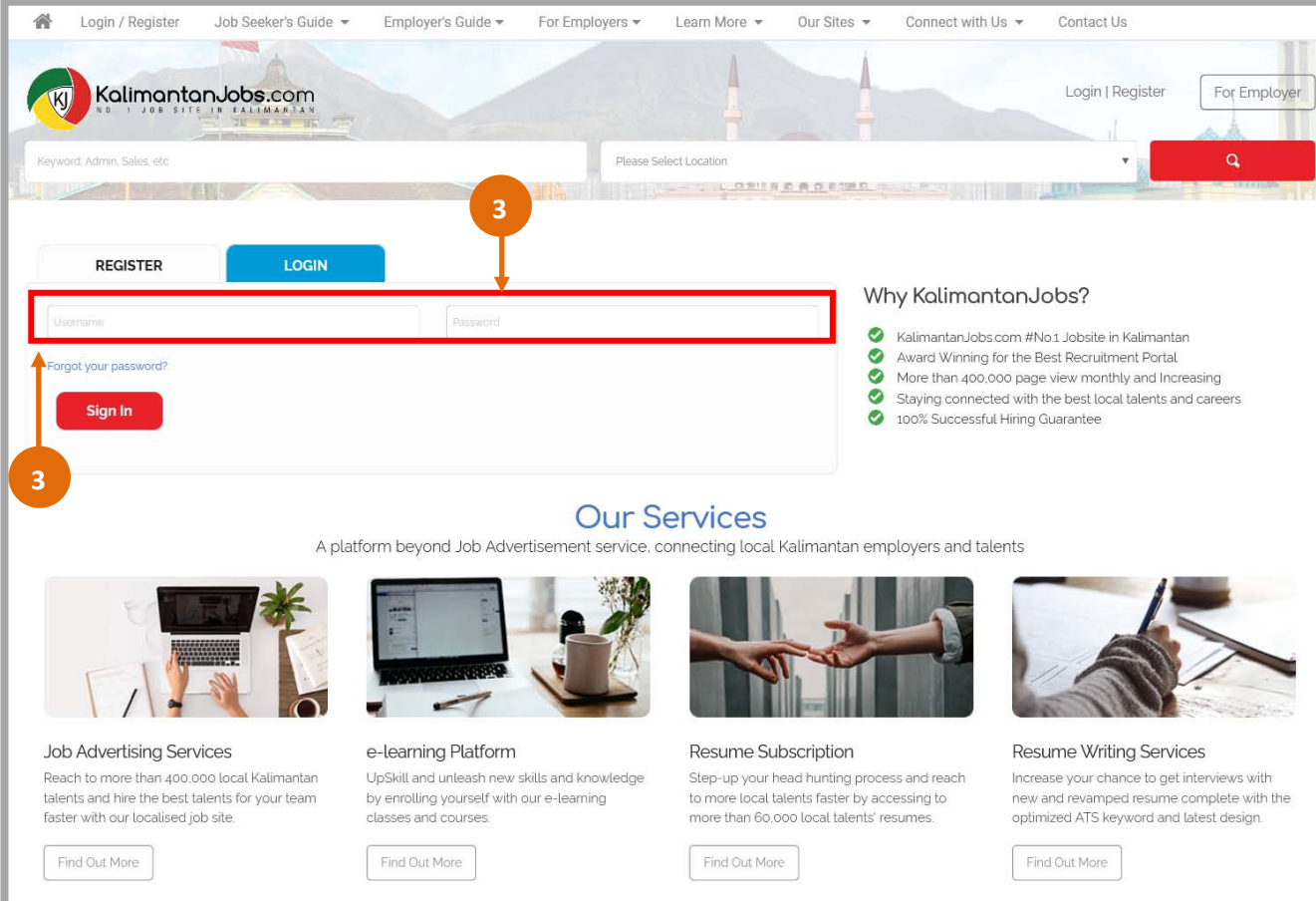
2 Select '**LOGIN**' to sign-in to your Employer's account

3 Key-in your Username & Password

4 Click 'Sign In' to proceed

5 Click 'Forgot your password?' to reset your password

| EMPLOYER'S LOGIN: *Where to sign-in?*



Home Login / Register Job Seeker's Guide Employer's Guide For Employers Learn More Our Sites Connect with Us Contact Us

Keyword: Admin, Sales, etc Please Select Location

REGISTER LOGIN

Username Password

Forgot your password?

Sign In

Why KalimantanJobs?

- ✓ KalimantanJobs.com #No.1 Jobsite in Kalimantan
- ✓ Award Winning for the Best Recruitment Portal
- ✓ More than 400,000 page view monthly and increasing
- ✓ Staying connected with the best local talents and careers
- ✓ 100% Successful Hiring Guarantee

Our Services

A platform beyond Job Advertisement service, connecting local Kalimantan employers and talents

Job Advertising Services
Reach to more than 400,000 local Kalimantan talents and hire the best talents for your team faster with our localised job site.
Find Out More

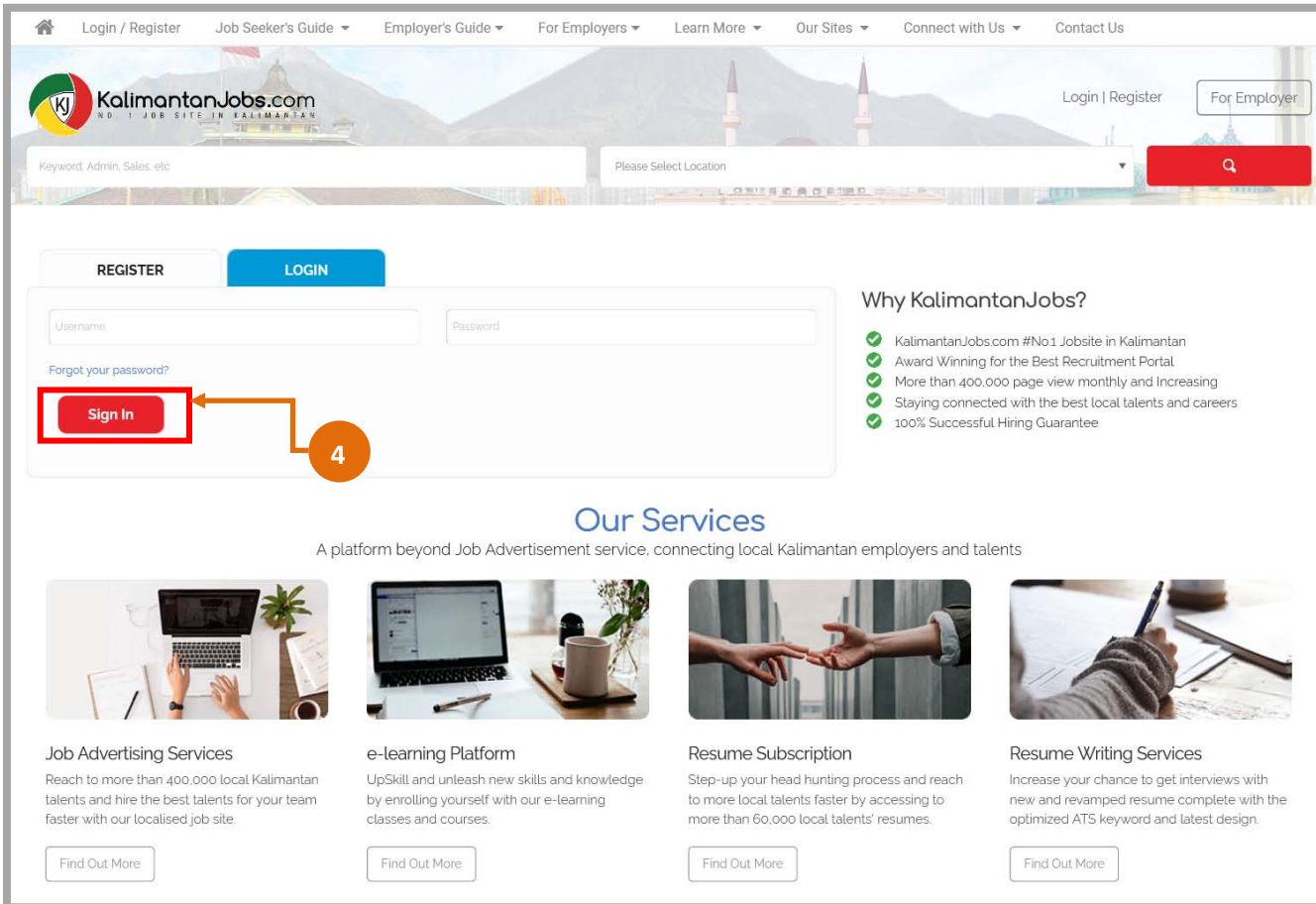
e-learning Platform
UpSkill and unleash new skills and knowledge by enrolling yourself with our e-learning classes and courses.
Find Out More

Resume Subscription
Step-up your head hunting process and reach to more local talents faster by accessing to more than 60,000 local talents' resumes.
Find Out More

Resume Writing Services
Increase your chance to get interviews with new and revamped resume complete with the optimized ATS keyword and latest design.
Find Out More

- 1 Click 'Login/Register' or 'For Employer' to access
<https://www.Kalimantanjobs.com/login>
- 2 Select 'LOGIN' to sign-in to your Employer's account
- 3 Key-in your **Username & Password**
- 4 Click 'Sign In' to proceed
- 5 Click 'Forgot your password?' to reset your password

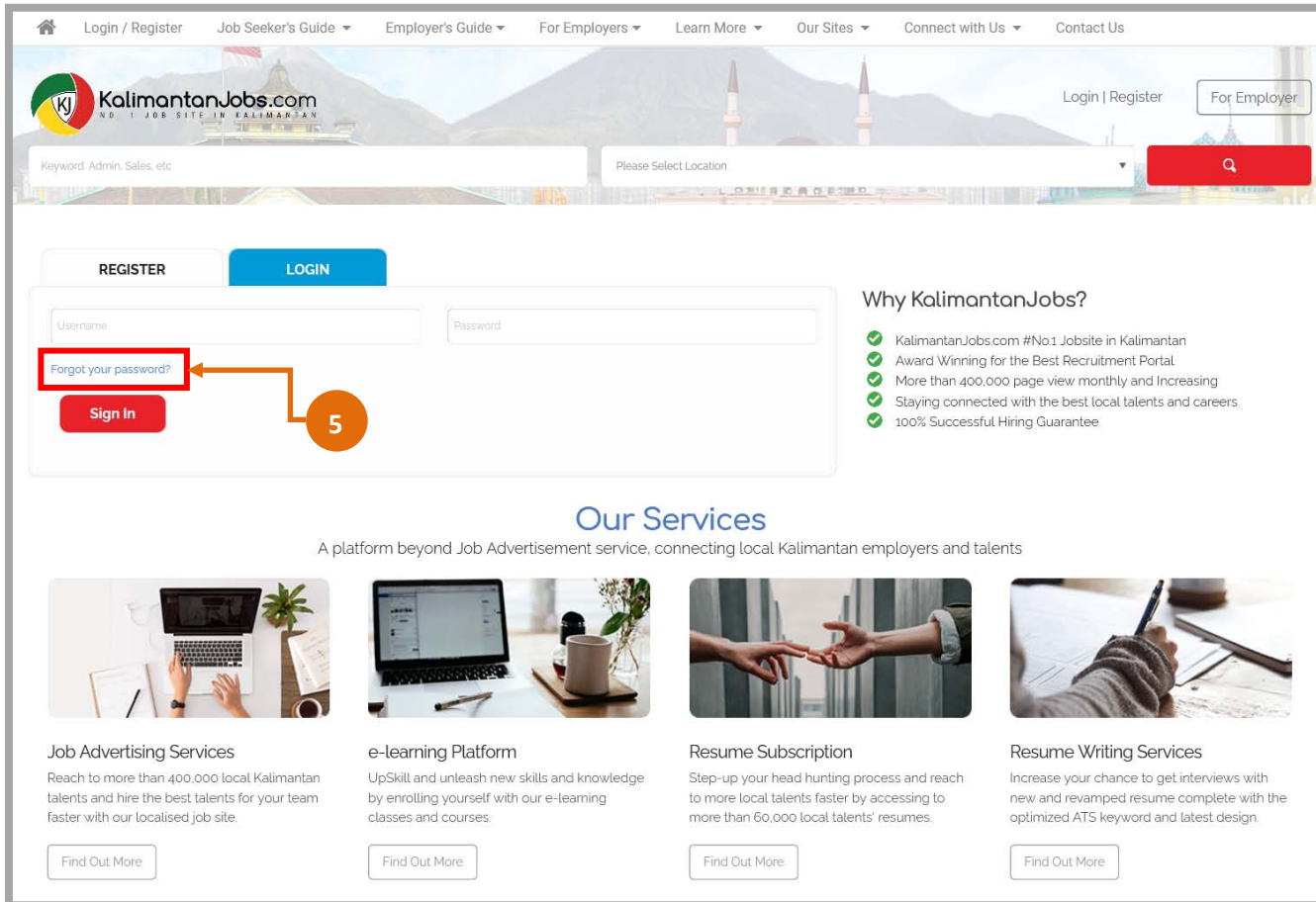
| EMPLOYER'S LOGIN: *Where to sign-in?*



The screenshot shows the website's navigation bar with links for 'Login / Register', 'Job Seeker's Guide', 'Employer's Guide', 'For Employers', 'Learn More', 'Our Sites', 'Connect with Us', and 'Contact Us'. Below the navigation is a search bar with a 'For Employer' button. The main content area features a 'REGISTER' and 'LOGIN' section. The 'LOGIN' section has fields for 'Username' and 'Password', a 'Forgot your password?' link, and a 'Sign In' button. A red box highlights the 'Sign In' button, with a callout number 4 pointing to it. To the right of the login form is a 'Why KalimantanJobs?' section with four bullet points. Below this is an 'Our Services' section with four service cards: 'Job Advertising Services', 'e-learning Platform', 'Resume Subscription', and 'Resume Writing Services'.

- 1 Click 'Login / Register' or access <https://www.kalimantanjobs.com/login/>
- 2 On the Login / Register page, click 'LOGIN' to login to your Employer's account
- 3 Key-in your **Username & Password**
- 4 Click '**Sign In**' to proceed
- 5 Click '**Forgot your password?**' to reset your password

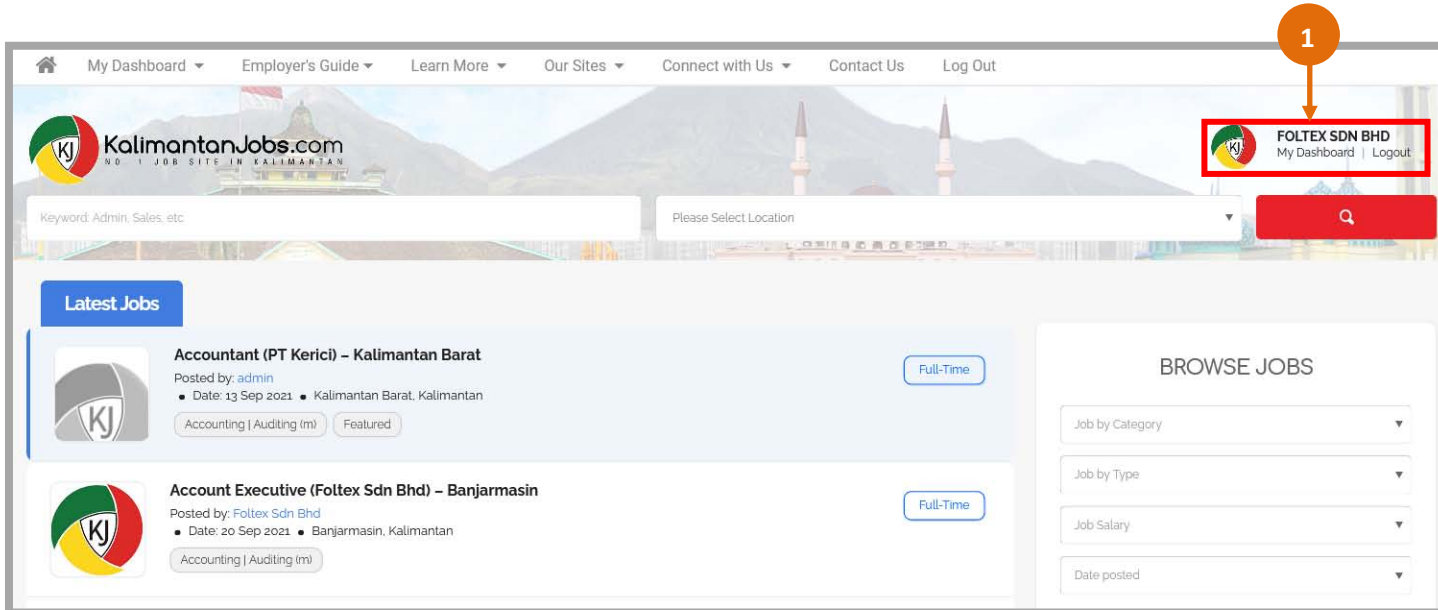
| EMPLOYER'S LOGIN: *How to reset password?*



The screenshot shows the website's navigation menu at the top, including 'Login / Register', 'Job Seeker's Guide', 'Employer's Guide', 'For Employers', 'Learn More', 'Our Sites', 'Connect with Us', and 'Contact Us'. Below the navigation is a search bar with a keyword 'Admin, Sales, etc.' and a location dropdown. The main content area features a 'REGISTER' and 'LOGIN' section. The 'Forgot your password?' link is highlighted with a red box, and an orange arrow points to it from a circle containing the number '5'. To the right of the login form is a 'Why KalimantanJobs?' section with four bullet points. Below this is an 'Our Services' section with four service cards: 'Job Advertising Services', 'e-learning Platform', 'Resume Subscription', and 'Resume Writing Services'. Each card includes a brief description and a 'Find Out More' button.

- 1 Click 'Login / Register' or access <https://www.kalimantanjobs.com/login/>
- 2 On the Login / Register page, click 'LOGIN' to login to your Employer's account
- 3 Key-in your Username & Password
- 4 Click 'Sign In' to proceed
- 5 Click '**Forgot your password?**' to reset your password

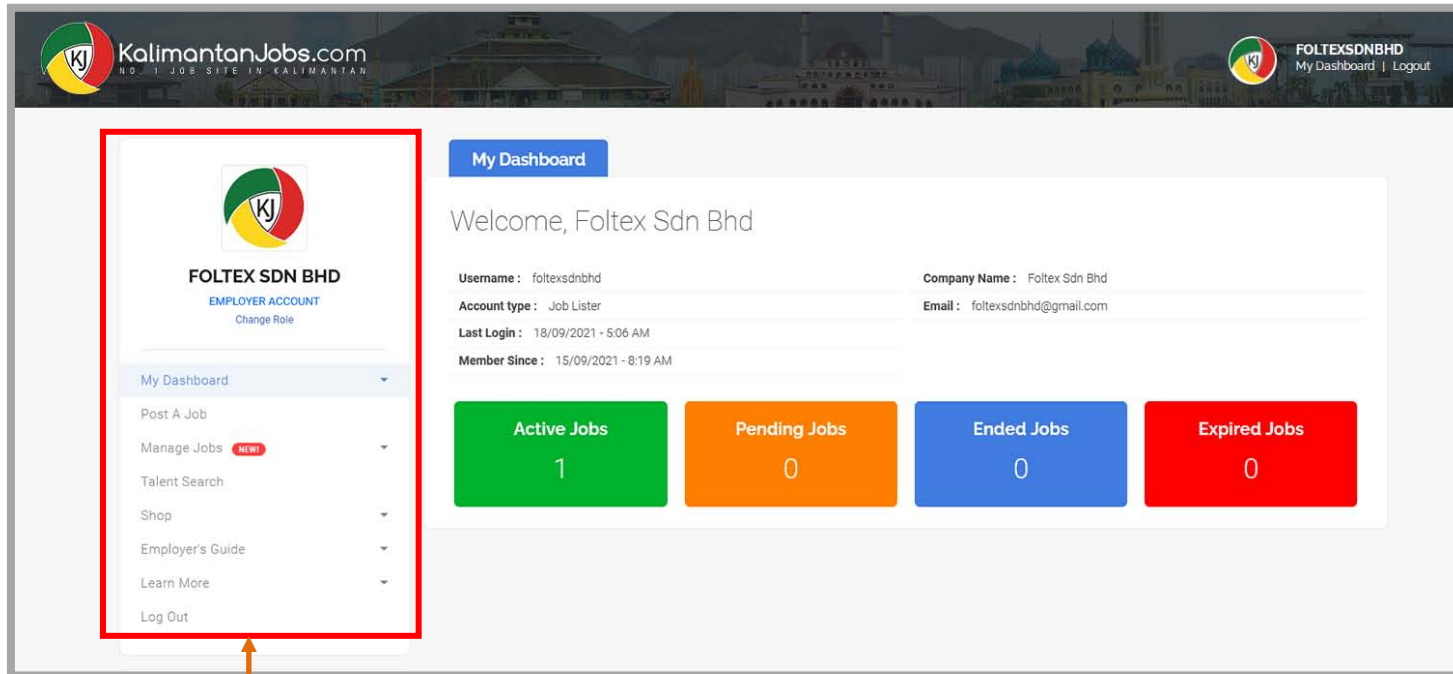
| EMPLOYER'S DASHBOARD: *Where is My Dashboard?*



Once you are signed-in to your employer's account, you will notice your **User Name** appearing on the top right corner.

1 Click '**My Dashboard**' to proceed to access your **Dashboard**.

| EMPLOYER'S DASHBOARD: *What's in My Dashboard?*



My Dashboard

Welcome, Foltex Sdn Bhd

Username: foltexsdnhd **Company Name:** Foltex Sdn Bhd
Account type: Job Lister **Email:** foltexsdnhd@gmail.com
Last Login: 18/09/2021 - 5:06 AM
Member Since: 15/09/2021 - 8:19 AM

Active Jobs	Pending Jobs	Ended Jobs	Expired Jobs
1	0	0	0

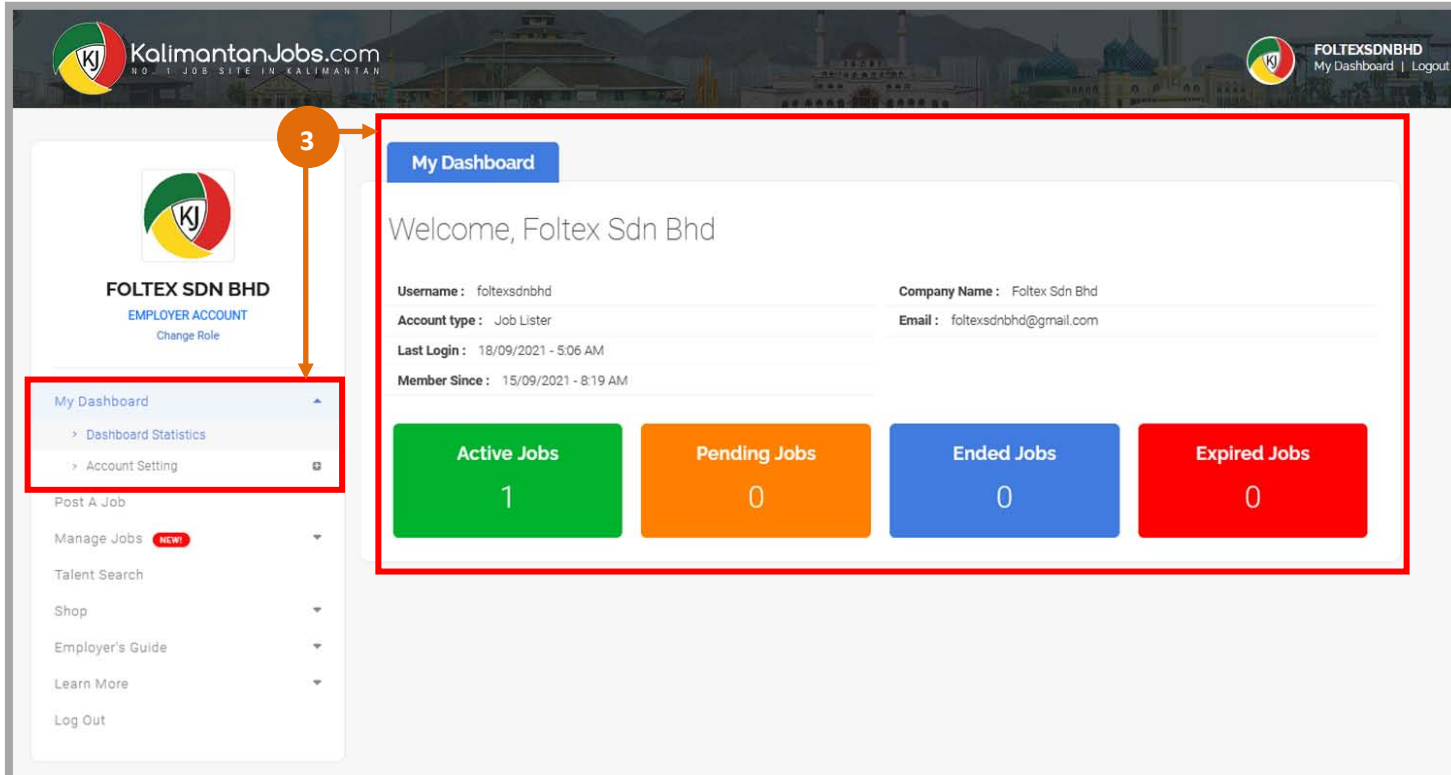
Side Navigation Bar:

- My Dashboard
- Post A Job
- Manage Jobs **NEW!**
- Talent Search
- Shop
- Employer's Guide
- Learn More
- Log Out

Welcome, you have now entered **'My Dashboard'**.

- 2 Side Navigation Bar**
- Refer and use this **Side Navigation Bar** to help guide you through all employer-related pages that you'll like to access quickly.

| EMPLOYER'S DASHBOARD: *Dashboard Statistics*



The screenshot shows the 'My Dashboard' for FOLTEX SDN BHD. The dashboard includes a navigation menu on the left with 'My Dashboard' selected. The main content area displays account information and job statistics.

Job Status	Count
Active Jobs	1
Pending Jobs	0
Ended Jobs	0
Expired Jobs	0

My Dashboard displays your employer account details as well as the access to view;

3 **Dashboard Statistics**

Total number of jobs under your account:
- Active, Pending, Ended or Expired

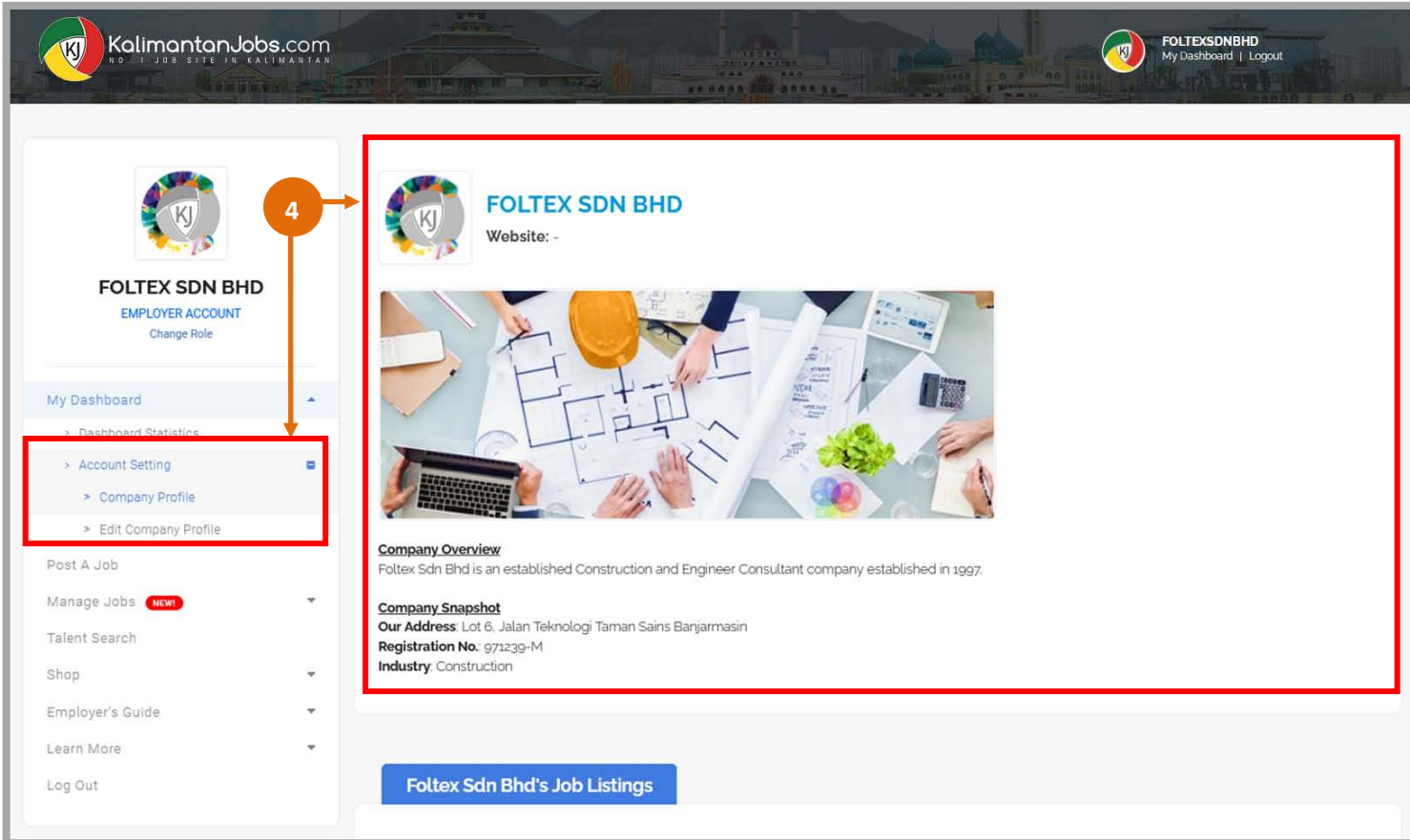
4 **Account Setting**

- Create, Edit & View your Company Profile
- Once created, your Company Profile will be displayed as shown

5 **Company Profile**

- Ensure to upload your 'Company Logo'
- Create or Edit your Company Profile by filling in as much as possible in all the fields provided under 'Company Info'
- Write more under 'Company Profile'

| EMPLOYER'S DASHBOARD: *Accounting Setting*



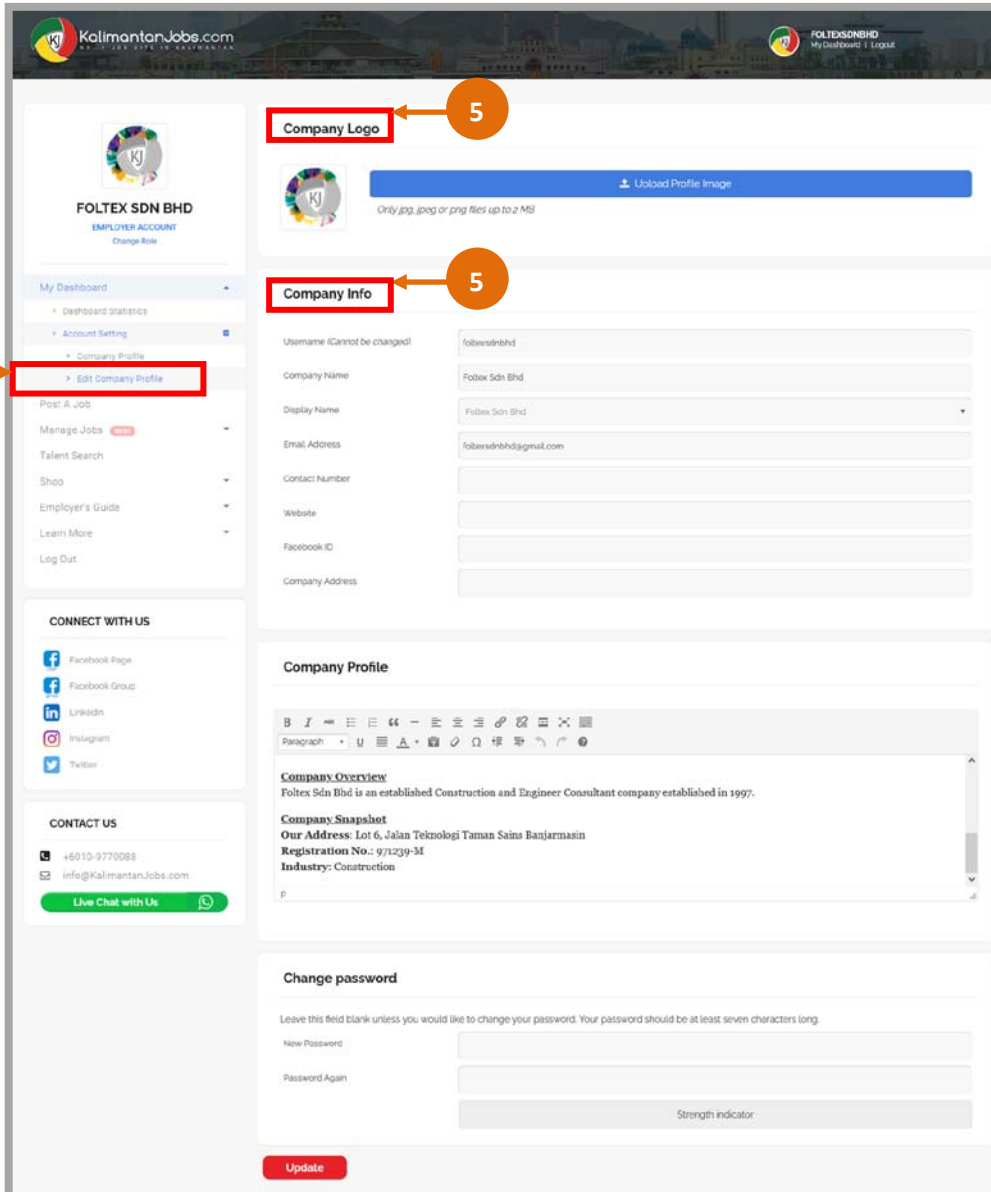
My Dashboard displays your employer account details as well as the access to view;

- 3 Dashboard Statistics**
Total number of jobs under your account:
- Active, Pending, Ended or Expired

- 4 Account Setting**
- Create, Edit & View your **Company Profile**
- Once created, your Company Profile will be displayed as shown

- 5 Company Profile**
- Ensure to upload your 'Company Logo'
- Create or Edit your Company Profile by filling in as much as possible in all the fields provided under 'Company Info'
- Write more under 'Company Profile'

| EMPLOYER'S DASHBOARD: *Company Logo & Profile*



The screenshot displays the Employer's Dashboard for FOLTEX SDN BHD. Key elements include:

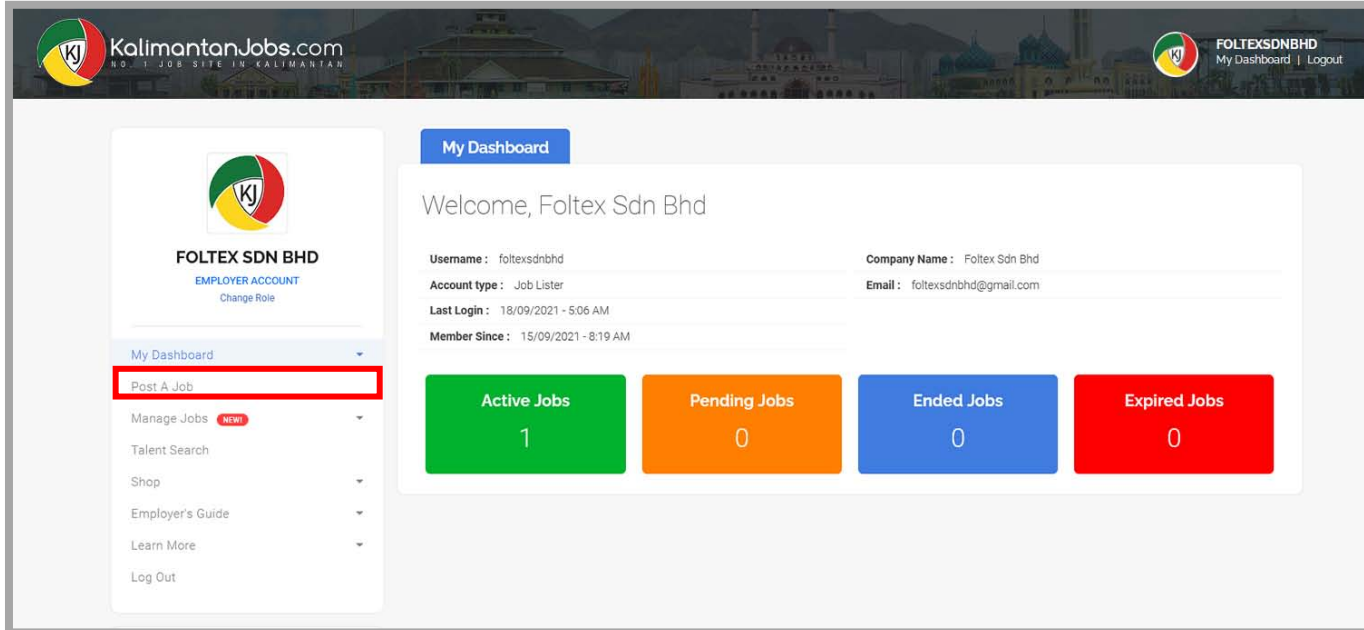
- Company Logo:** A section for uploading a profile image, with a note: "Only jpg, jpeg or png files up to 2 MB".
- Company Info:** A form for updating company details:

Username (Cannot be changed)	foltexsdnbhd
Company Name	Foltex Sdn Bhd
Display Name	Foltex Sdn Bhd
Email Address	foltexsdnbhd@gmail.com
Contact Number	
Website	
Facebook ID	
Company Address	
- Company Profile:** A rich text editor for the company overview. The text reads: "Foltex Sdn Bhd is an established Construction and Engineer Consultant company established in 1997." Below this is a "Company Snapshot" with details: "Our Address: Lot 6, Jalan Teknologi Taman Sains Banjarmasin", "Registration No.: 971239-34", and "Industry: Construction".
- Change password:** A section for updating the password, with fields for "New Password" and "Password Again", and a "Strength indicator".
- Sidebar:** Contains navigation options like "My Dashboard", "Dashboard statistics", "Account Setting", "Company Profile", and "Get Company Profile".
- CONNECT WITH US:** Social media links for Facebook, LinkedIn, Instagram, and Twitter.
- CONTACT US:** Contact information including phone number (+6010-9770088) and email (info@KalimantanJobs.com).

My Dashboard page display your account details as well as the access to;

- 3 **Dashboard Statistics**
Total number of jobs under your account:
- Active, Pending, Ended or Expired
- 4 **Account Setting**
- Create, Edit & View your Company Profile
- Once created, your Company Profile will be displayed as shown
- 5 **Company Profile**
- Ensure to upload your **'Company Logo'**
- Create or Edit your Company Profile by filling in as much as possible in all the fields provided under **'Company Info'**
- Write more under **'Company Profile'**

| POST A JOB: *Where to Begin?*



The screenshot displays the 'My Dashboard' for Foltex Sdn Bhd. The user is logged in as 'Job Lister'. The dashboard includes a 'My Dashboard' menu on the left with 'Post A Job' highlighted. The main content area shows a welcome message and job statistics: Active Jobs (1), Pending Jobs (0), Ended Jobs (0), and Expired Jobs (0).

Job Status	Count
Active Jobs	1
Pending Jobs	0
Ended Jobs	0
Expired Jobs	0

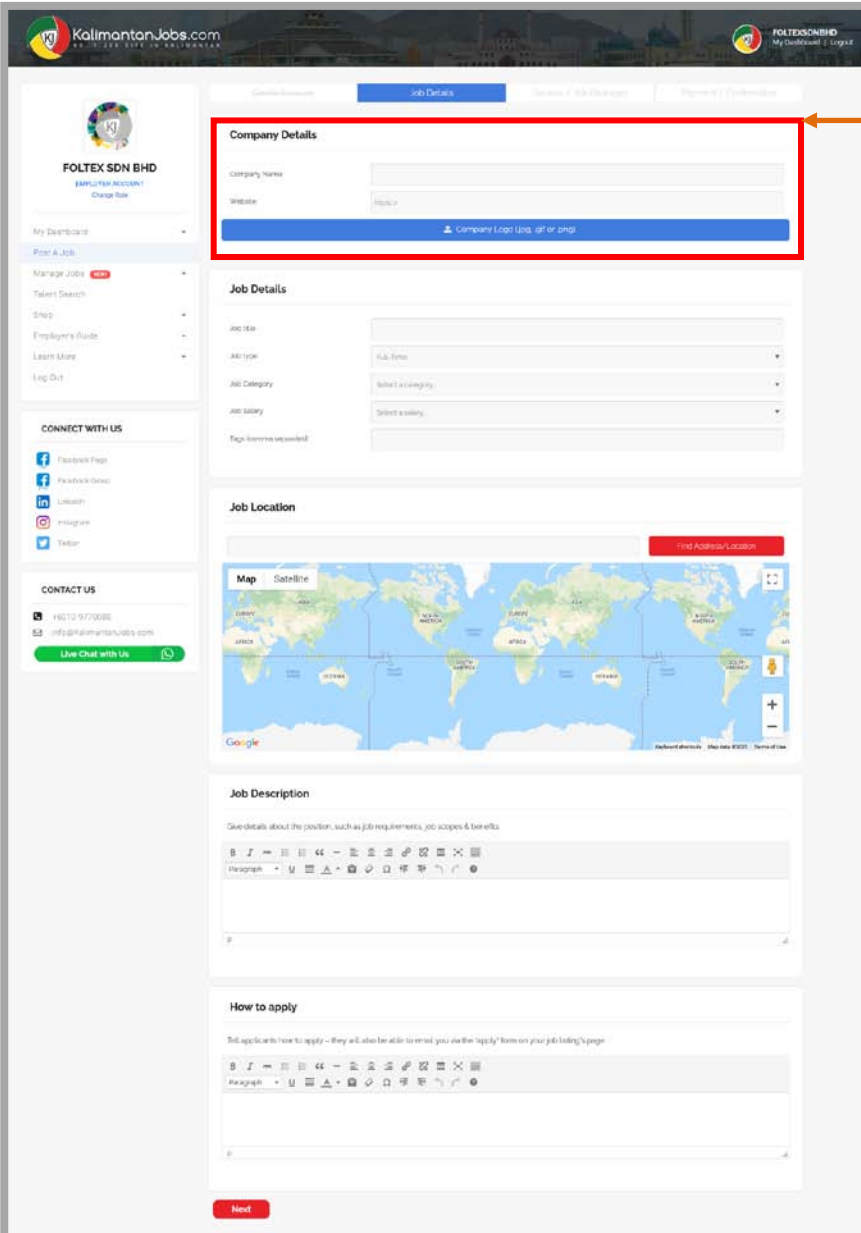
Remember to always use the **Side Navigation Bar** on the left.

> Under **MY DASHBOARD**

> Click '**Post A Job**'

And you will be directed to '**Post A Job**' page to begin your Job posting.

| POST A JOB: *How to Post a Job?*



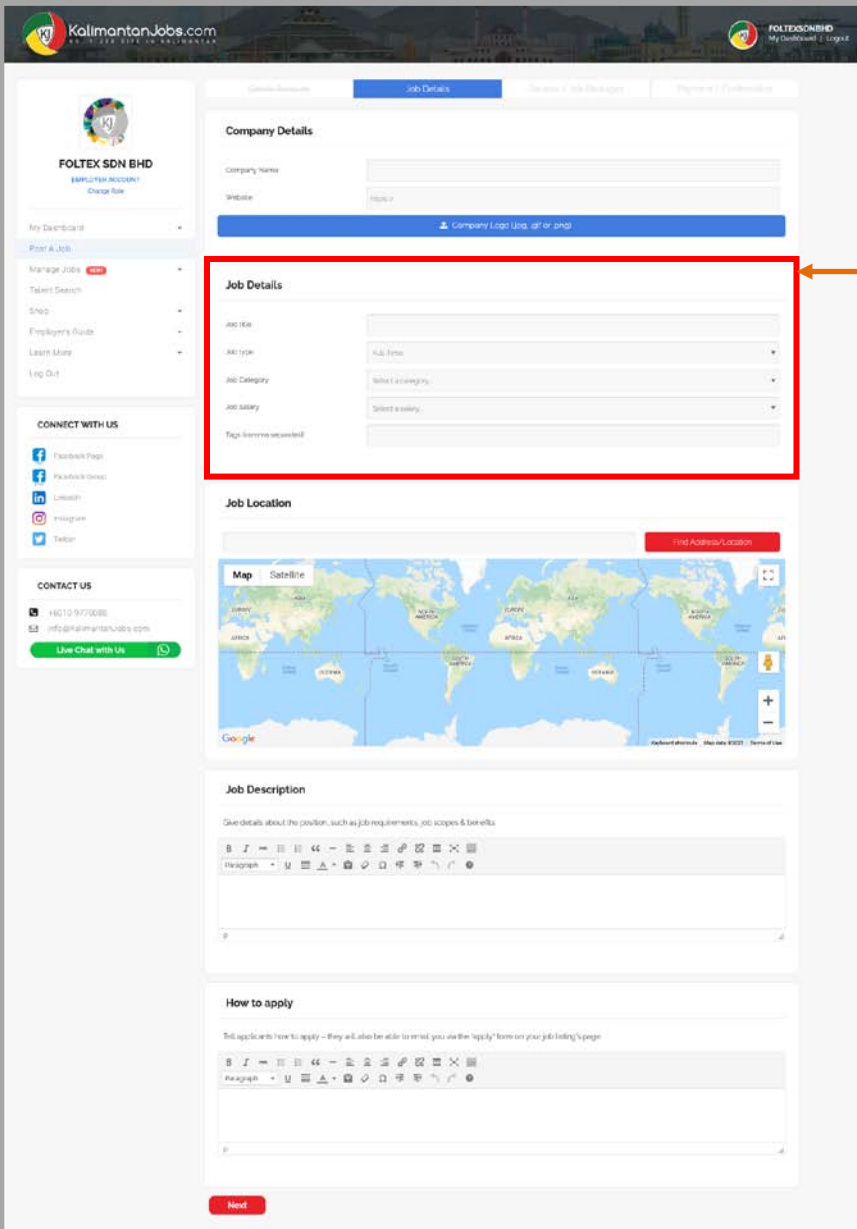
The screenshot shows the 'Post a Job' form on the KalimantanJobs.com website. The 'Company Details' section is highlighted with a red box and an orange arrow pointing to step 1. The form includes sections for Company Details, Job Details, Job Location, Job Description, and How to apply.

How to Post A Job?

Follow the steps to complete the input of all essential information;

- 1 **Company Details** section: Key-in your Company Name, Website (if available) and upload Company logo (.jpg, .gif or .png format)
- 2 Job Details section: Key in the required information Job title, Job type, Job Category, Job Salary and Tags (optional)
- 3 Job Location section: Key-in the Job Location, click 'Find Address / Location' to confirm
- 4 Job Description section: Provide detailed job scope, job requirements & job salary
- 5 How to apply section: Provide accurate contact details and instruction for job application ie: Email address & phone number
- 6 Click 'Next' to submit your job

| POST A JOB: *How to Post a Job?*



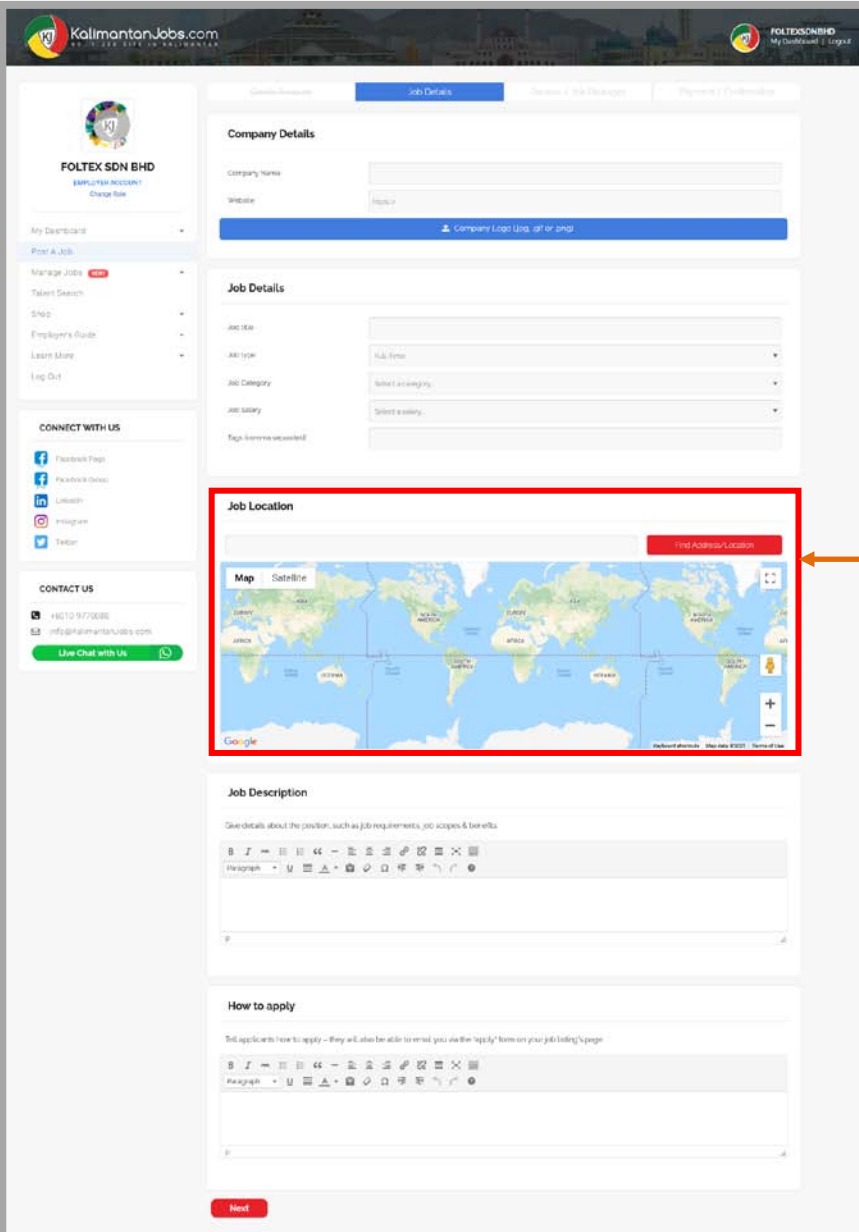
The screenshot shows the 'Post a Job' form for 'FOLTEX SDN BHD'. The 'Job Details' section is highlighted with a red box and an orange arrow pointing to step 2 in the list on the right. The form includes fields for Company Name, Website, Job Title, Job Type, Job Category, Job Salary, and Job Location. Below the Job Location field is a map. The Job Description and How to apply sections have rich text editors.

How to Post A Job?

Follow the steps to complete the input of all essential information;

- 1 **Company Details** section: Key-in your Company Name, Website (if available) and upload Company logo (.jpg, .gif or .png format)
- 2 **Job Details** section: Key in the required information Job title, Job type, Job Category, Job Salary and Tags (optional)
- 3 Job Location section: Key-in the Job Location, click 'Find Address / Location' to confirm
- 4 Job Description section: Provide detailed job scope, job requirements & job salary
- 5 How to apply section: Provide accurate contact details and instruction for job application ie: Email address & phone number
- 6 Click 'Next' to submit your job

| POST A JOB: *How to Post a Job?*



The screenshot shows the 'Post a Job' form for 'FOLTEX SDN BHD'. The form includes the following sections:

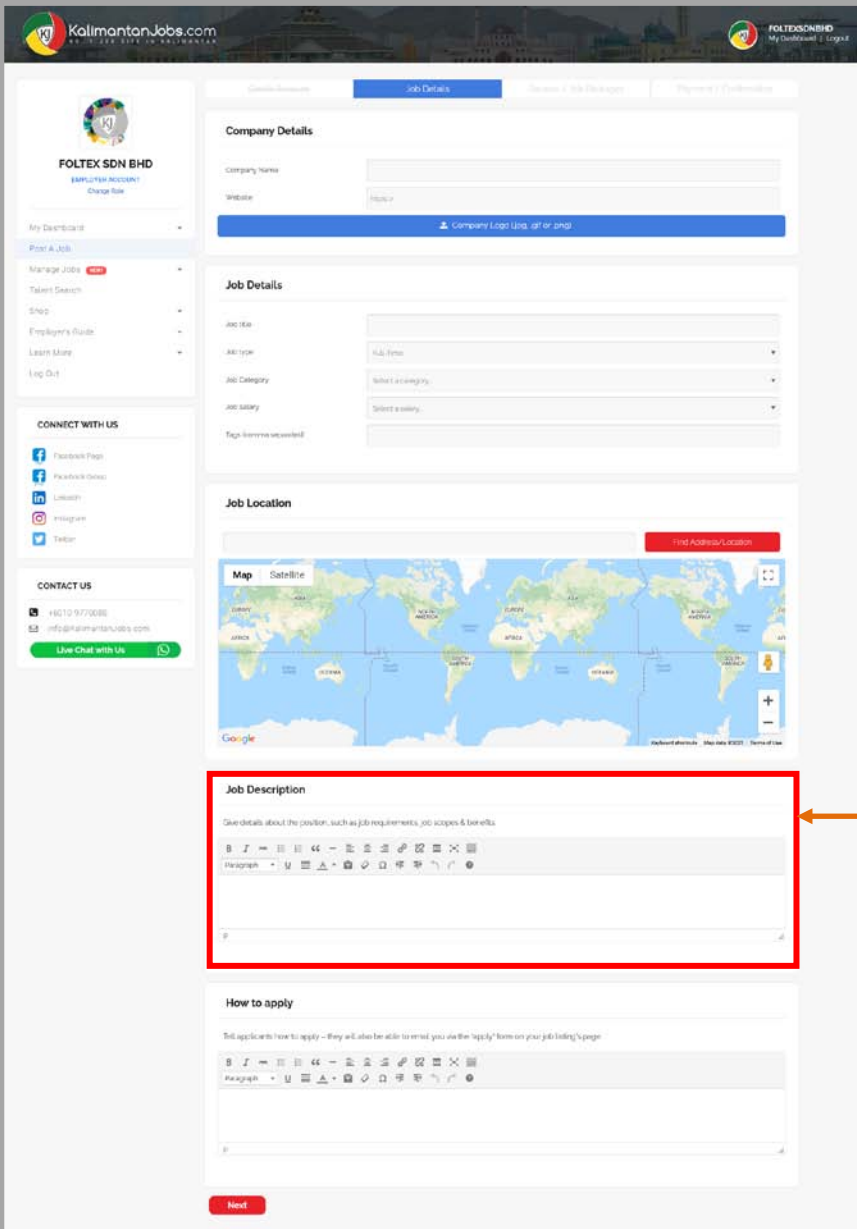
- Company Details:** Fields for Company Name, Website, and a button to upload a Company Logo.
- Job Details:** Fields for Job Title, Job Type, Job Category, Job Salary, and a checkbox for 'Recruitment overseas?'
- Job Location:** A field for 'Job Address/Location' and a map interface with 'Map' and 'Satellite' views. This section is highlighted with a red box and an orange arrow.
- Job Description:** A rich text editor for providing details about the position.
- How to apply:** A rich text editor for providing contact details and instructions for job application.

How to Post A Job?

Follow the steps to complete the input of all essential information;

- 1 **Company Details section:** Key-in your Company Name, Website (if available) and upload Company logo (.jpg, .gif or .png format)
- 2 **Job Details section:** Key in the required information Job title, Job type, Job Category, Job Salary and Tags (optional)
- 3 **Job Location section:** Key-in the Job Location, click 'Find Address / Location' to confirm
- 4 **Job Description section:** Provide detailed job scope, job requirements & job salary
- 5 **How to apply section:** Provide accurate contact details and instruction for job application ie: Email address & phone number
- 6 **Click 'Next'** to submit your job

| POST A JOB: *How to Post a Job?*

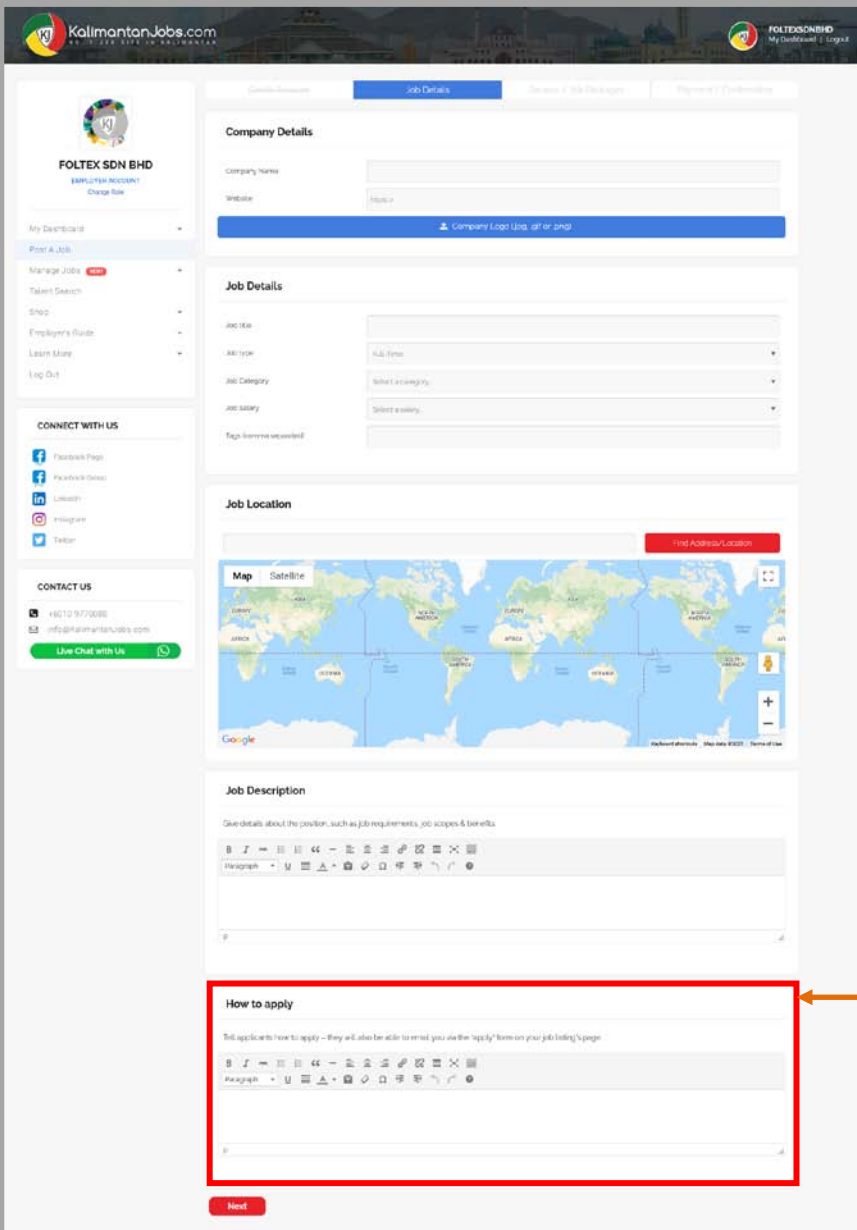


How to Post A Job?

Follow the steps to complete the input of all essential information;

- 1 **Company Details** section: Key-in your Company Name, Website (if available) and upload Company logo (.jpg, .gif or .png format)
- 2 **Job Details** section: Key in the required information Job title, Job type, Job Category, Job Salary and Tags (optional)
- 3 **Job Location** section: Key-in the Job Location, click 'Find Address / Location' to confirm
- 4 **Job Description** section: Provide detailed job scope, job requirements & job salary
- 5 **How to apply** section: Provide accurate contact details and instruction for job application ie: Email address & phone number
- 6 Click 'Next' to submit your job

| POST A JOB: *How to Post a Job?*



Company Details

Company Name:

Website:

Job Details

Job Title:

Job Type:

Job Category:

Job Salary:

Tags (optional):

Job Location

Job Description

Give details about the position, such as job requirements, job scopes & benefits

How to apply

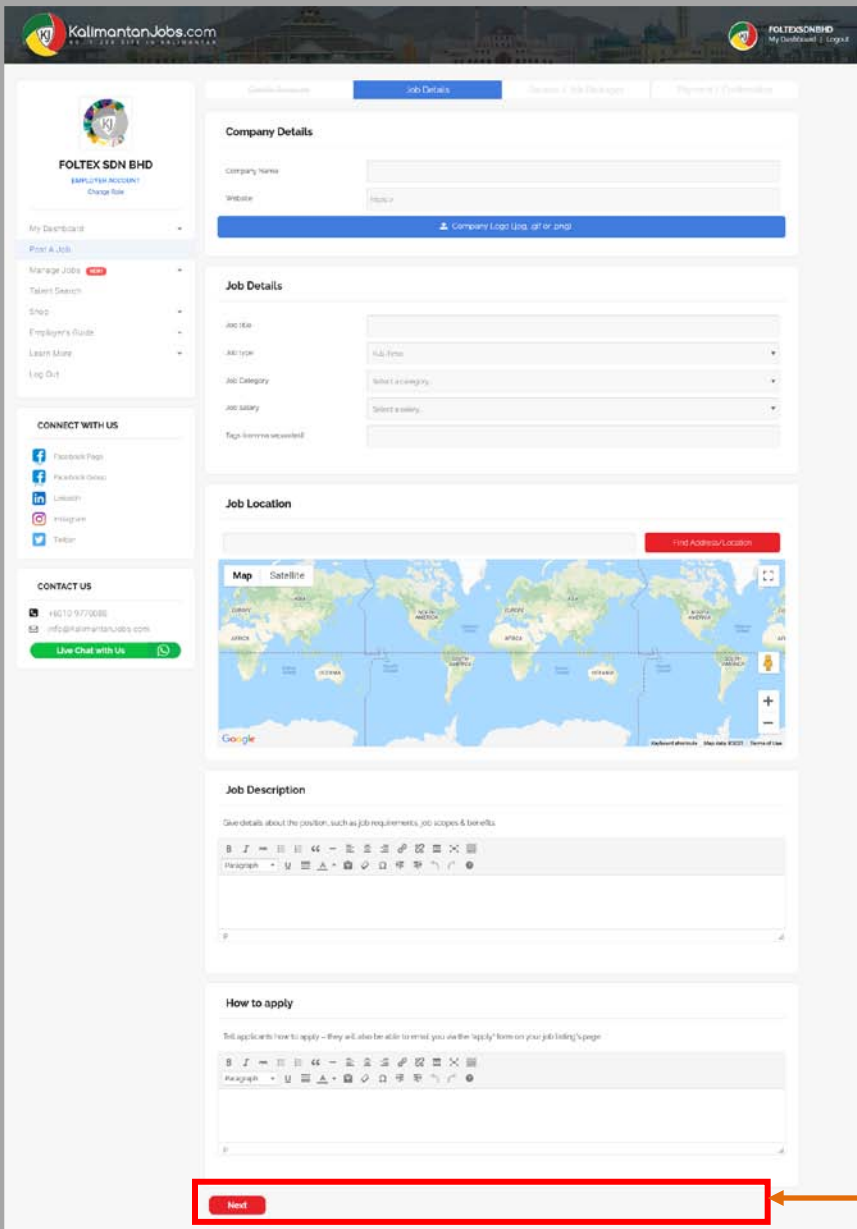
Tell applicants how to apply – they will also be able to email you via the 'apply' form on your job listing's page

How to Post A Job?

Follow the steps to complete the input of all essential information;

- 1 **Company Details** section: Key-in your Company Name, Website (if available) and upload Company logo (.jpg, .gif or .png format)
- 2 **Job Details** section: Key in the required information Job title, Job type, Job Category, Job Salary and Tags (optional)
- 3 **Job Location** section: Key-in the Job Location, click 'Find Address / Location' to confirm
- 4 **Job Description** section: Provide detailed job scope, job requirements & job salary
- 5 **How to apply** section: Provide accurate contact details and instruction for job application ie: Email address & phone number
- 6 Click 'Next' to submit your job

| POST A JOB: *How to Post a Job?*



The screenshot shows the 'Post a Job' form for 'FOLTEX SDN BHD'. The form includes the following sections:

- Company Details:** Fields for Company Name, Website, and a button to 'Upload Logo'.
- Job Details:** Fields for Job Title, Job Type, Job Category, Job Salary, and a 'Tags' field.
- Job Location:** A 'Find Address/Location' button and a map interface.
- Job Description:** A rich text editor for providing job requirements and details.
- How to apply:** A rich text editor for providing contact information and application instructions.

A red box highlights the 'Next' button at the bottom of the form, with an orange arrow pointing to it from step 6.

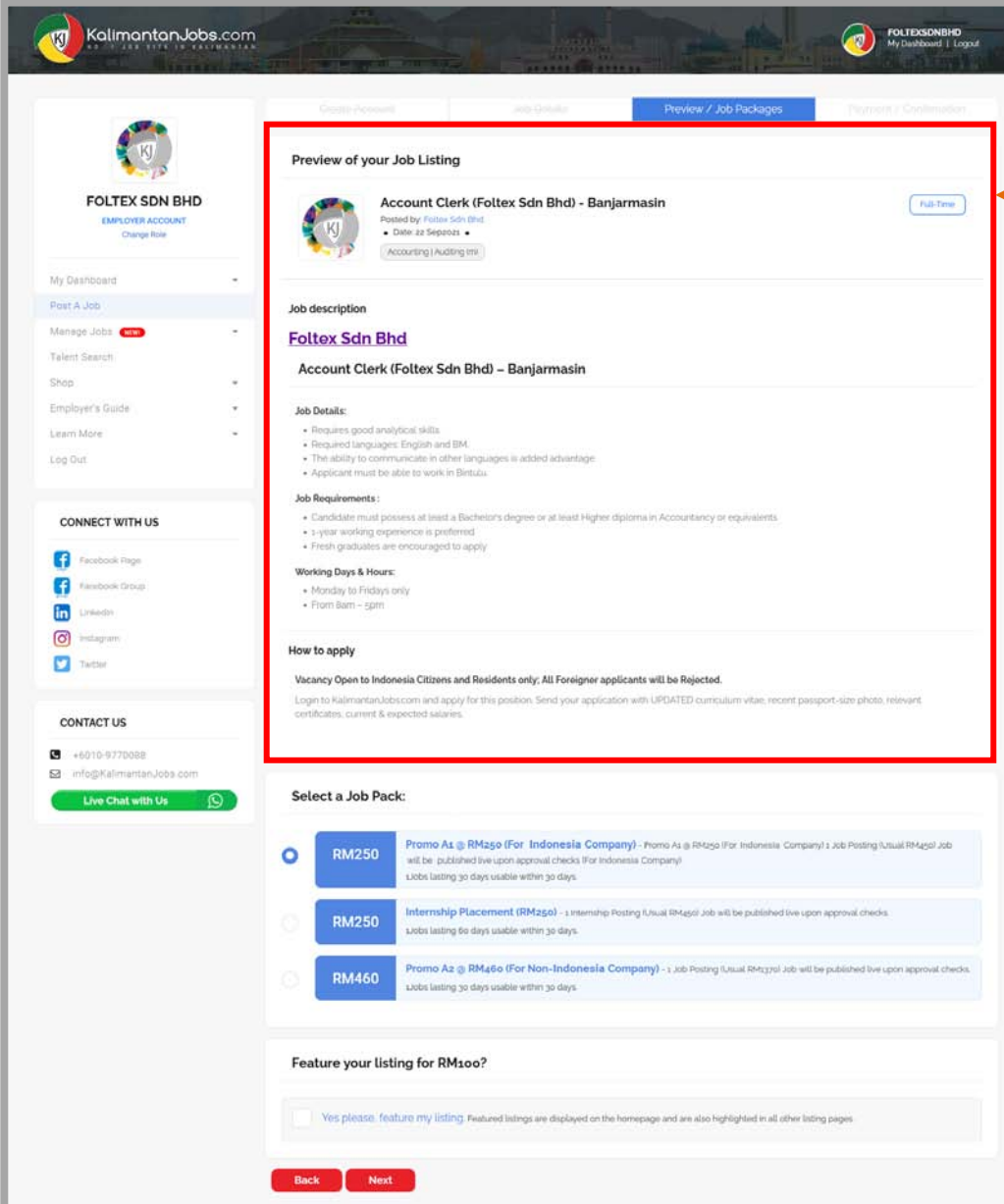
How to Post A Job?

Follow the steps to complete the input of all essential information;

- 1 **Company Details** section: Key-in your Company Name, Website (if available) and upload Company logo (.jpg, .gif or .png format)
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- 3 **Job Location** section: Key-in the Job Location, click 'Find Address / Location' to confirm
- 4 **Job Description** section: Provide detailed job scope, job requirements & job salary
- 5 **How to apply** section: Provide accurate contact details and instruction for job application ie: Email address & phone number
- 6 Click '**Next**' to submit your job

| POST A JOB: *Preview a Job*

Upon submission of all Job Details, you will be directed to 'Preview / Job Packages' page to preview your job.



Preview of your Job Listing

Account Clerk (Foltex Sdn Bhd) - Banjarmasin Full Time

Posted by: Foltex Sdn Bhd
Date: 22 September
Accounting | Auditing Int

Job description

Foltex Sdn Bhd

Account Clerk (Foltex Sdn Bhd) – Banjarmasin

Job Details:

- Requires good analytical skills.
- Required languages: English and BM.
- The ability to communicate in other languages is added advantage.
- Applicant must be able to work in Birtutu.

Job Requirements:

- Candidate must possess at least a Bachelor's degree or at least Higher diploma in Accountancy or equivalents.
- 1-year working experience is preferred
- Fresh graduates are encouraged to apply

Working Days & Hours:

- Monday to Fridays only
- From 8am – 5pm

How to apply

Vacancy Open to Indonesia Citizens and Residents only; All Foreigner applicants will be Rejected.

Login to KalimantanJobs.com and apply for this position. Send your application with UPDATED curriculum vitae, recent passport-size photo, relevant certificates, current & expected salaries.

Select a Job Pack:

- RM250** Promo A1 @ RM250 (For Indonesia Company) - Promo A1 @ RM250 (For Indonesia Company) 1 Job Posting (Usual RM450) Job will be published live upon approval checks (For Indonesia Company) Jobs lasting 30 days usable within 30 days.
- RM250** Internship Placement (RM250) - 1 Internship Posting (Usual RM450) Job will be published live upon approval checks. Jobs lasting 60 days usable within 30 days.
- RM460** Promo A2 @ RM460 (For Non-Indonesia Company) - 1 Job Posting (Usual RM450) Job will be published live upon approval checks. Jobs lasting 30 days usable within 30 days.

Feature your listing for RM100?

Yes please, feature my listing. Featured listings are displayed on the homepage and are also highlighted in all other listing pages.

Back Next

7 Review the job ad draft; ensure all information are accurate

8 Select a Job Pack section: Click Promo A (RM250) for one job advertisement

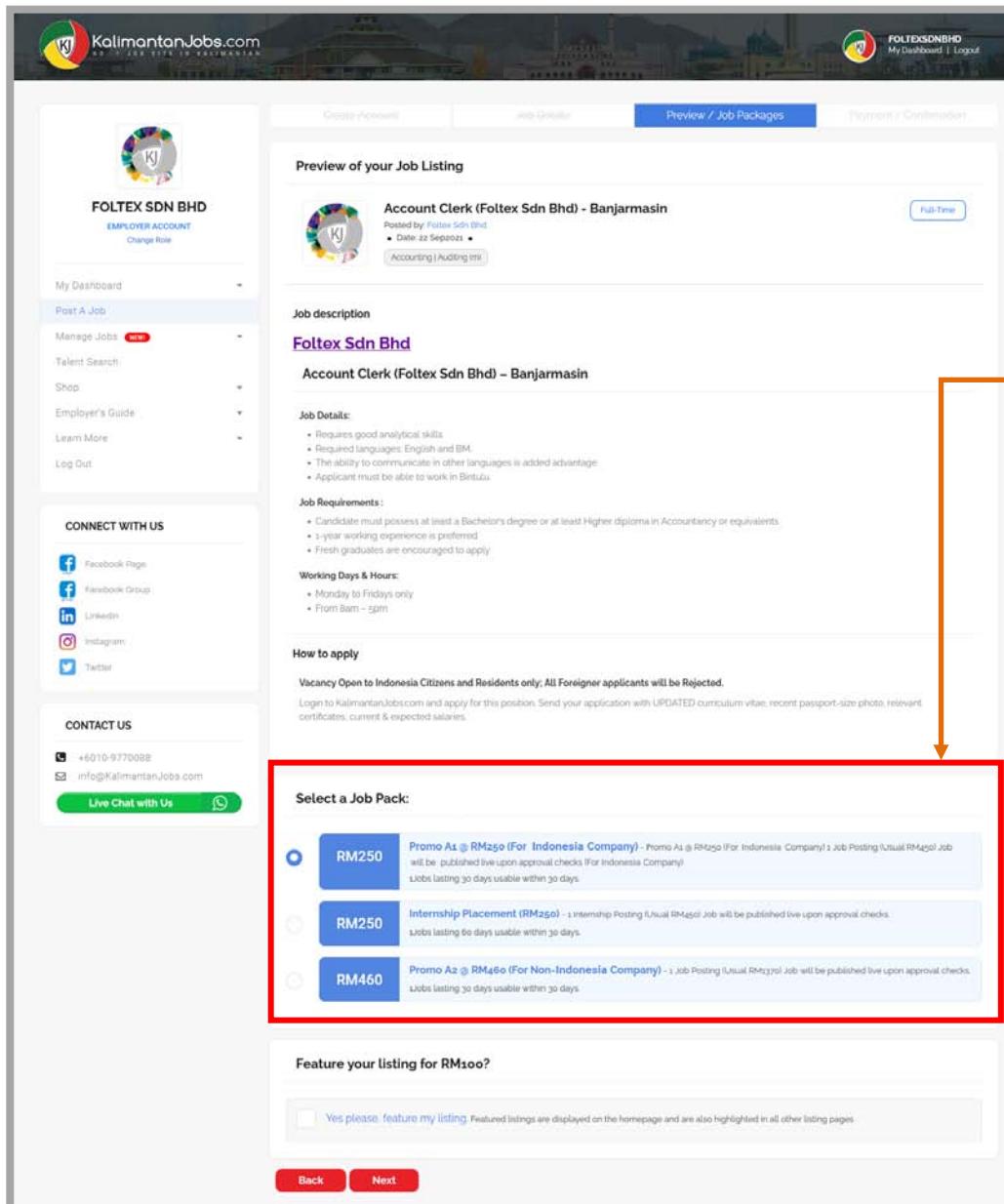
9 Select 'Feature' to feature your job ad, enabling 3x more views

10 Click 'Next' to proceed to the Payment / Confirmation page

| POST A JOB: *Preview a Job*

Upon submission of all Job Details, you will be directed to 'Preview / Job Packages' page to preview your job.

- 7 Review the job ad draft; ensure all information are accurate
- 8 **Select a Job Pack section:** Click Promo A (RM250) for one job advertisement
- 9 Select 'Feature' to feature your job ad, enabling 3x more views
- 10 Click 'Next' to proceed to the Payment / Confirmation page



Preview of your Job Listing

Account Clerk (Foltex Sdn Bhd) - Banjarmasin Full Time

Posted by: Foltex Sdn Bhd
Date: 22 September
Accounting | Auditing Int'l

Job description

Foltex Sdn Bhd

Account Clerk (Foltex Sdn Bhd) – Banjarmasin

Job Details:

- Requires good analytical skills.
- Required languages: English and BM.
- The ability to communicate in other languages is added advantage.
- Applicant must be able to work in Birtutu.

Job Requirements:

- Candidate must possess at least a Bachelor's degree or at least Higher diploma in Accountancy or equivalents.
- 1-year working experience is preferred
- Fresh graduates are encouraged to apply

Working Days & Hours:

- Monday to Fridays only
- From 8am – 5pm

How to apply

Vacancy Open to Indonesia Citizens and Residents only; All Foreigner applicants will be Rejected.

Login to KalimantanJobs.com and apply for this position. Send your application with UPDATED curriculum vitae, recent passport-size photo, relevant certificates, current & expected salaries.

Select a Job Pack:

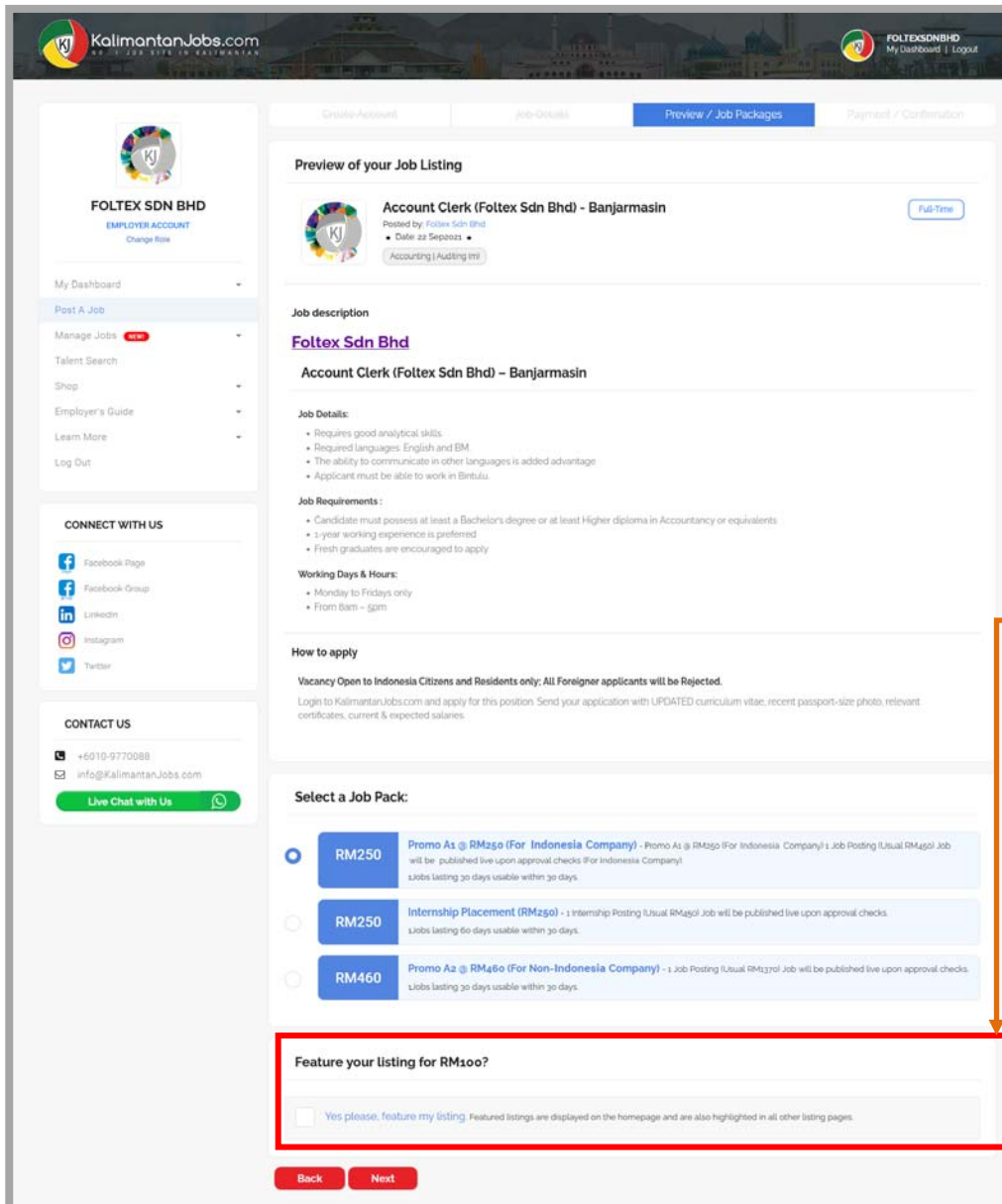
- RM250** **Promo A1 @ RM250 (For Indonesia Company)** - Promo A1 @ RM250 (For Indonesia Company) 1 Job Posting (Usual RM450) Job will be published live upon approval checks (For Indonesia Company) Jobs lasting 30 days usable within 30 days.
- RM250** **Internship Placement (RM250)** - 1 Internship Posting (Usual RM450) Job will be published live upon approval checks. Jobs lasting 60 days usable within 30 days.
- RM460** **Promo A2 @ RM460 (For Non-Indonesia Company)** - 1 Job Posting (Usual RM450) Job will be published live upon approval checks. Jobs lasting 30 days usable within 30 days.

Feature your listing for RM100?

Yes please, feature my listing. Featured listings are displayed on the homepage and are also highlighted in all other listing pages.

Back **Next**

| POST A JOB: *Preview a Job*



Preview of your Job Listing

Account Clerk (Foltex Sdn Bhd) - Banjarmasin Full-Time

Posted by: Foltex Sdn Bhd
Date: 22 September
Accounting | Auditing (m)

Job description

Foltex Sdn Bhd

Account Clerk (Foltex Sdn Bhd) – Banjarmasin

Job Details:

- Requires good analytical skills
- Required languages: English and BM
- The ability to communicate in other languages is added advantage
- Applicant must be able to work in Birtulu.

Job Requirements :

- Candidate must possess at least a Bachelor's degree or at least Higher diploma in Accountancy or equivalents
- 1-year working experience is preferred
- Fresh graduates are encouraged to apply

Working Days & Hours:

- Monday to Fridays only
- From 8am – 5pm

How to apply

Vacancy Open to Indonesia Citizens and Residents only; All Foreigner applicants will be Rejected.
Login to KalimantanJobs.com and apply for this position. Send your application with UPDATED curriculum vitae, recent passport-size photo, relevant certificates, current & expected salaries.

Select a Job Pack:

- RM250** **Promo A1 @ RM250 (For Indonesia Company)** - Promo A1 @ RM250 (For Indonesia Company)'s Job Posting (Usual RM460) Job will be published live upon approval checks (For Indonesia Company)'s Jobs lasting 30 days usable within 30 days.
- RM250** **Internship Placement (RM250)** - 1 Internship Posting (Usual RM460) Job will be published live upon approval checks. Jobs lasting 60 days usable within 30 days.
- RM460** **Promo A2 @ RM460 (For Non-Indonesia Company)** - 1 Job Posting (Usual RM460) Job will be published live upon approval checks. Jobs lasting 30 days usable within 30 days.

Feature your listing for RM100?

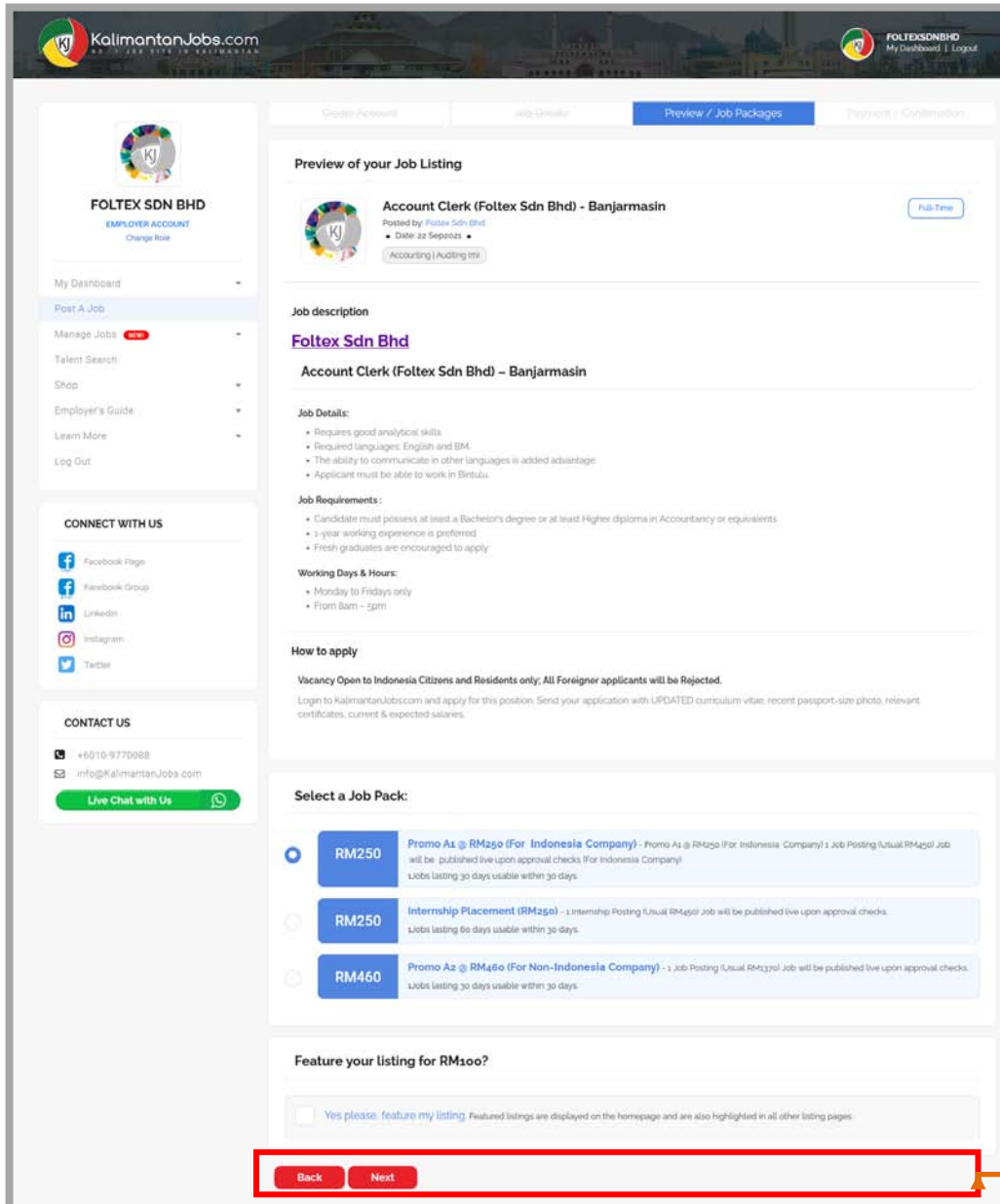
Yes please, feature my listing. Featured listings are displayed on the homepage and are also highlighted in all other listing pages.

Back **Next**

Upon submission of all Job Details, you will be directed to **'Preview / Job Packages'** page to preview your job.

- 7 Review the job ad draft; ensure all information are accurate
- 8 **Select a Job Pack section:** Click Promo A (RM250) for one job advertisement
- 9 **Select 'Feature'** to feature your job ad, enabling 3x more views
- 10 Click 'Next' to proceed to the Payment / Confirmation page

| POST A JOB: *Preview a Job*

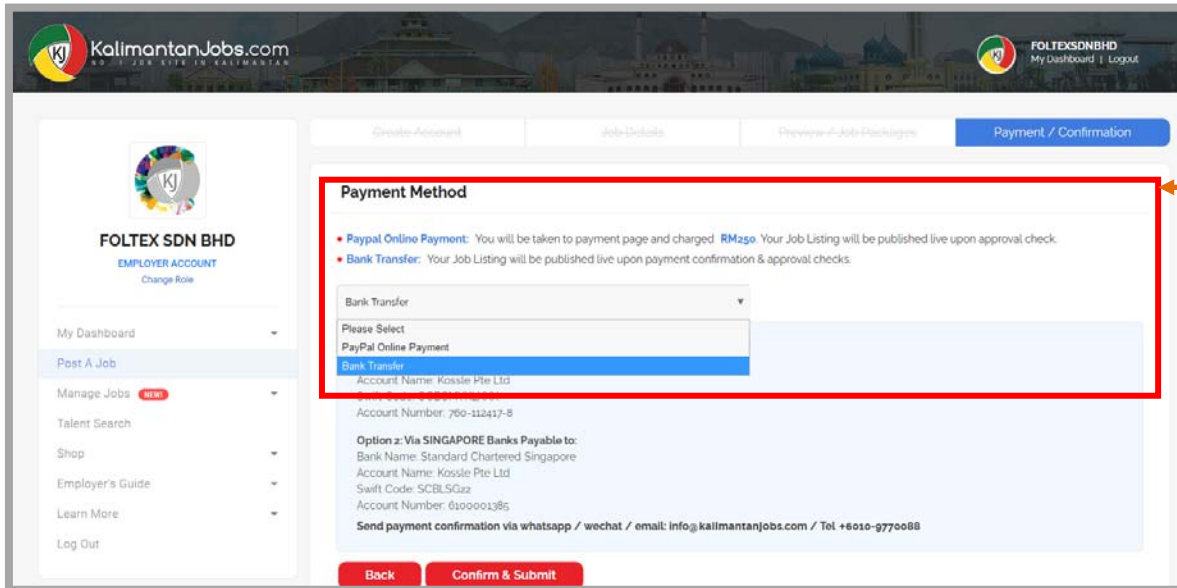


The screenshot displays the 'Preview / Job Packages' page for FOLTEX SDN BHD. The main content area shows the job listing details, including the job description, requirements, and application instructions. Below the job details, there is a section for selecting a job pack. Three options are available: RM250 (Promo A1), RM250 (Internship Placement), and RM460 (Promo A2). At the bottom of the page, there is a 'Feature your listing for RM100?' section with a checkbox. A red box highlights the 'Next' button at the bottom of the page, with an arrow pointing to step 10.

Upon submission of all Job Details, you will be directed to **'Preview / Job Packages'** page to preview your job.

- 7 Review the job ad draft; ensure all information are accurate
- 8 **Select a Job Pack section:** Click Promo A (RM250) for one job advertisement
- 9 Select 'Feature' to feature your job ad, enabling 3x more views
- 10 Click **'Next'** to proceed to the Payment / Confirmation page

| POST A JOB: *Payment & Confirmation*



Payment Method

- **Paypal Online Payment:** You will be taken to payment page and charged **RM250**. Your Job Listing will be published live upon approval check.
- **Bank Transfer:** Your Job Listing will be published live upon payment confirmation & approval checks.

Bank Transfer

Please Select

PayPal Online Payment

Bank Transfer

Account Name: Kossle Pte Ltd

Account Number: 760-112417-8

Option 2: Via SINGAPORE Banks Payable to:

Bank Name: Standard Chartered Singapore

Account Name: Kossle Pte Ltd

Swift Code: SCBLSGaz

Account Number: 6100001385

Send payment confirmation via whatsapp / wechat / email: info@kalimantanjobs.com / Tel: +6010-9770088

Back Confirm & Submit

After reviewing and confirming the job package, you will be taken to **'Payment / Confirmation'** page to proceed with your job order.

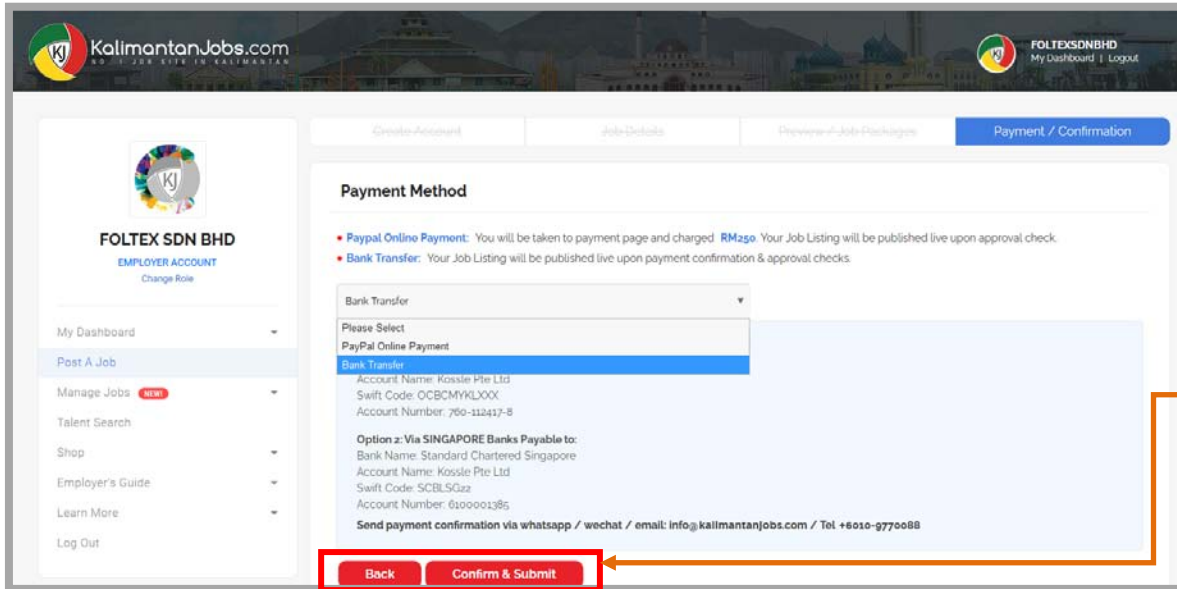
1 On **Payment / Confirmation** page, select payment method;

- Paypal Online Payment
- Bank Transfer

2 Click **'Confirm & Submit'** to submit your job ad. (Your job listing will be published live upon payment confirmation & approval checks)

Tips: Click **'Go Back'** to make amendments on your job ad

| POST A JOB: *Payment & Confirmation*



KalimantanJobs.com

FOLTEXSDNBHD
My Dashboard | Logout

Create Account | Job Details | Review of Job Packages | **Payment / Confirmation**

FOLTEX SDN BHD
EMPLOYER ACCOUNT
Change Role

My Dashboard
Post A Job
Manage Jobs **new**
Talent Search
Shop
Employer's Guide
Learn More
Log Out

Payment Method

- **Paypal Online Payment:** You will be taken to payment page and charged **RM250**. Your Job Listing will be published live upon approval check.
- **Bank Transfer:** Your Job Listing will be published live upon payment confirmation & approval checks.

Bank Transfer
Please Select
PayPal Online Payment
Bank Transfer

Account Name: Kossite Pte Ltd
Swift Code: OCBOMYKLXXX
Account Number: 760-112417-8

Option 2: Via SINGAPORE Banks Payable to:
Bank Name: Standard Chartered Singapore
Account Name: Kossite Pte Ltd
Swift Code: SCBLSGaz
Account Number: 6100001385

Send payment confirmation via whatsapp / wechat / email: info@kalimantanjobs.com / Tel: +6010-9770088

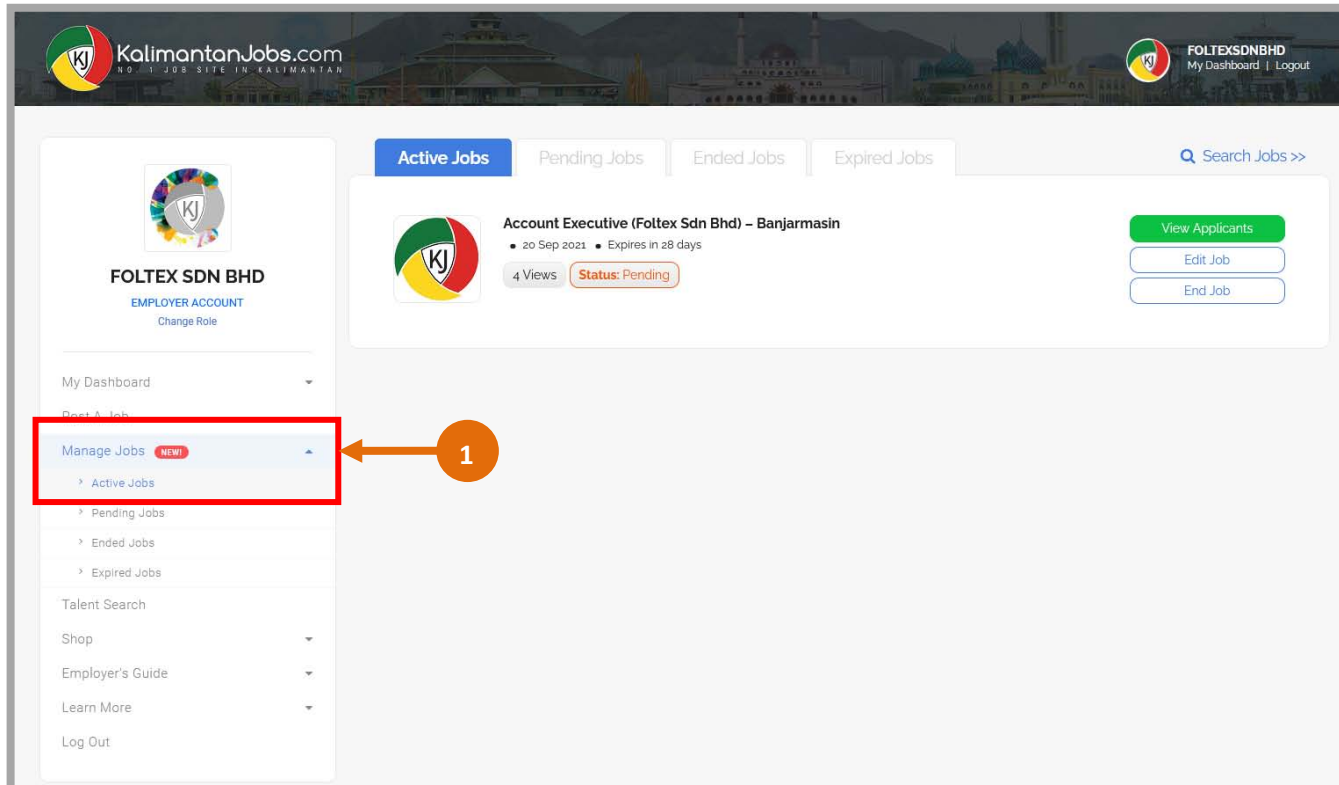
Back | **Confirm & Submit**

After reviewing and confirming the job package, you will be taken to '**Payment / Confirmation**' page to proceed with your job order.

- 1 On **Payment / Confirmation** page, select payment method;
 - Paypal Online Payment
 - Bank Transfer
- 2 Click '**Confirm & Submit**' to submit your job ad. (Your job listing will be published live upon payment confirmation & approval checks)

Tips: Click '**Go Back**' to make amendments on your job ad

| MANAGE JOBS



Each job ad submitted via the account will be available to view via your **Dashboard**.

1

Go to Manage Jobs;

Active Jobs: Display all published & active jobs, enabling you to;

- View Applicants via Talent Management System (TMS)
- Edit Job
- End Job

2

Pending Jobs: Display all job ad drafts that are still pending for system approval, enabling you to;

- Edit Job
- Cancel Job

3

Ended Jobs: Display all job ads that were ended manually before reaching the expiry date, enabling you to;

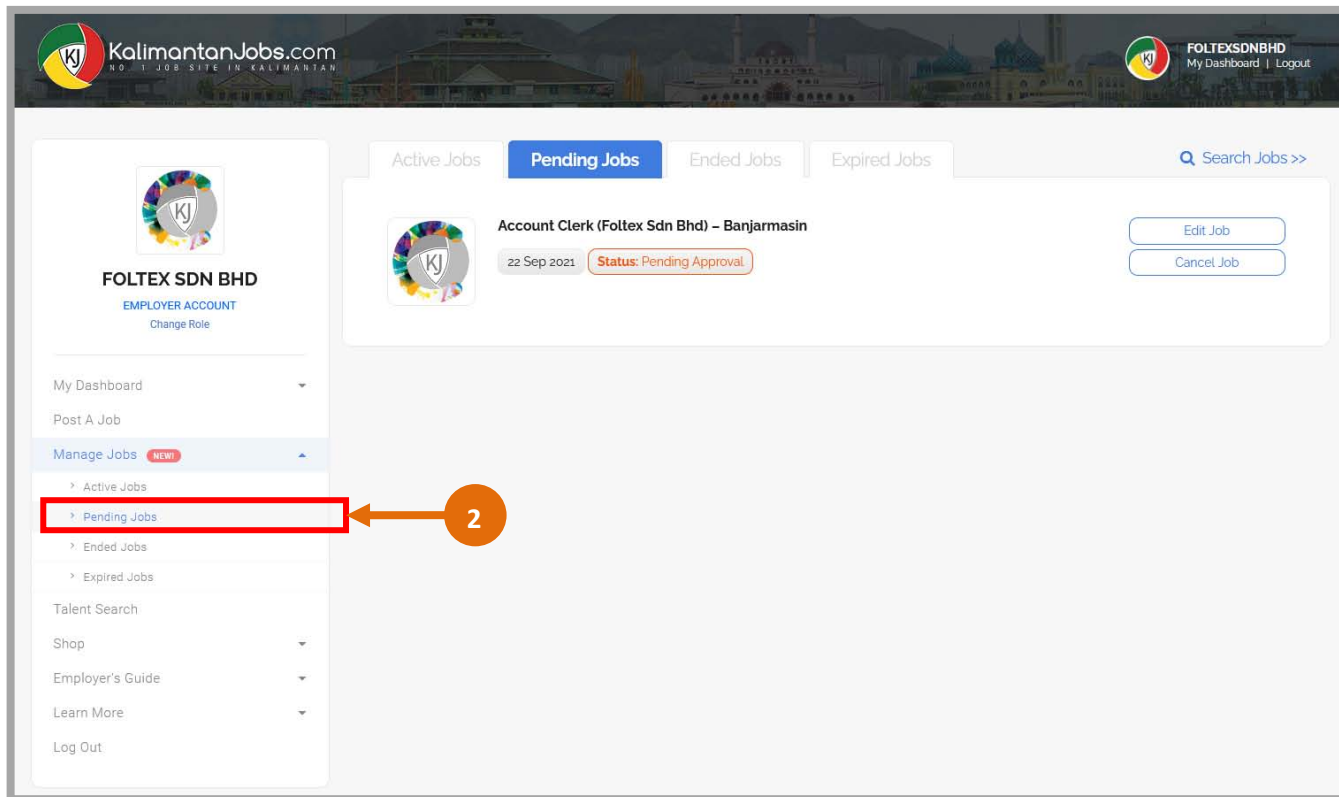
- View Applicants via Talent Management System (TMS)
- Update the hiring outcome
- Relist Job

4

Expired Jobs: Display all expired job ads, enabling you to;

- View Applicants via Talent Management System (TMS)
- Update the hiring outcome
- Relist Job

| MANAGE JOBS



Each job ad submitted via the account will be available to view via your **Dashboard**.

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- View Applicants via Talent Management System (TMS)
- Edit Job
- End Job

2 Pending Jobs: Display all job ad drafts that are still pending for system approval, enabling you to;

- Edit Job
- Cancel Job

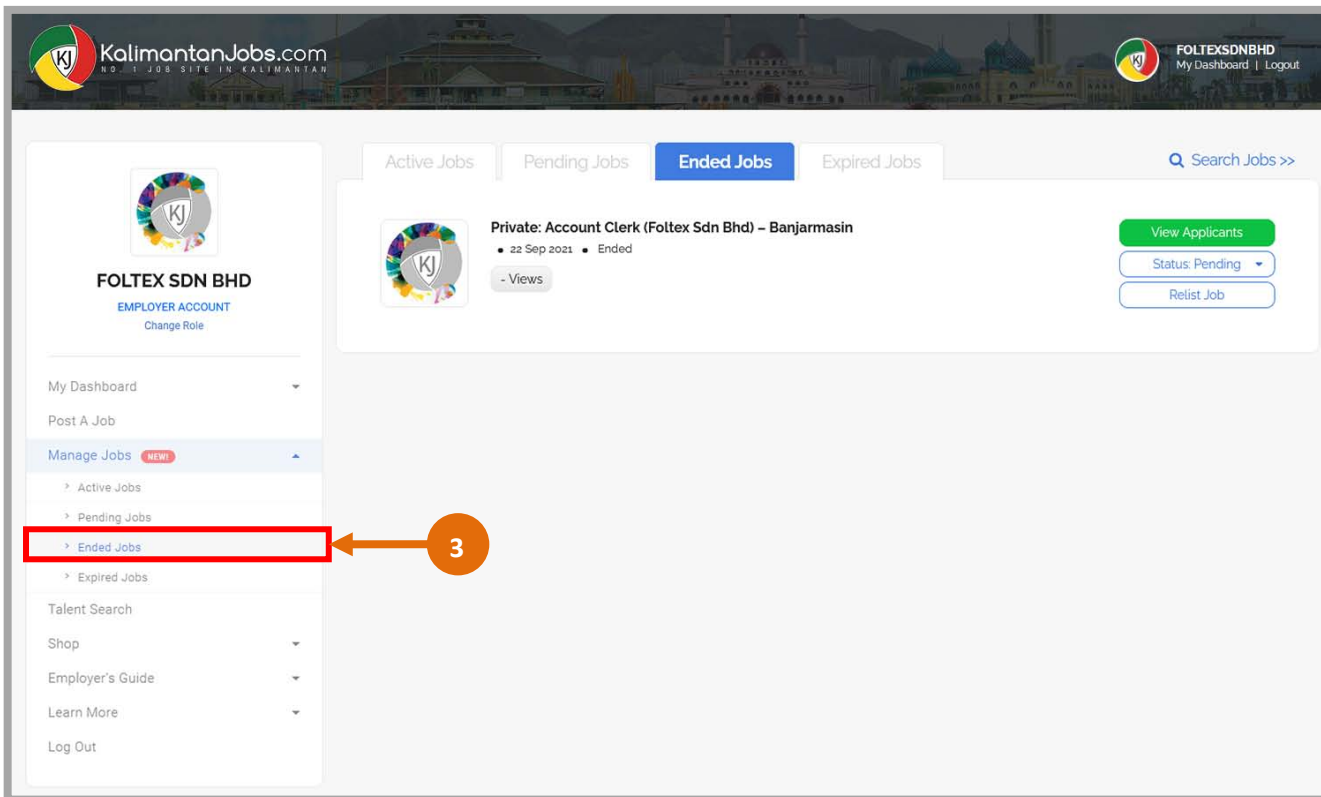
3 Ended Jobs: Display all job ads that were ended manually before reaching the expiry date, enabling you to;

- View Applicants via Talent Management System (TMS)
- Update the hiring outcome
- Relist Job

4 Expired Jobs: Display all expired job ads, enabling you to;

- View Applicants via Talent Management System (TMS)
- Update the hiring outcome
- Relist Job

| MANAGE JOBS



Each job ad submitted via the account will be available to view via your **Dashboard**.

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Ended Jobs: Display all job ads that were ended manually before reaching the expiry date, enabling you to;

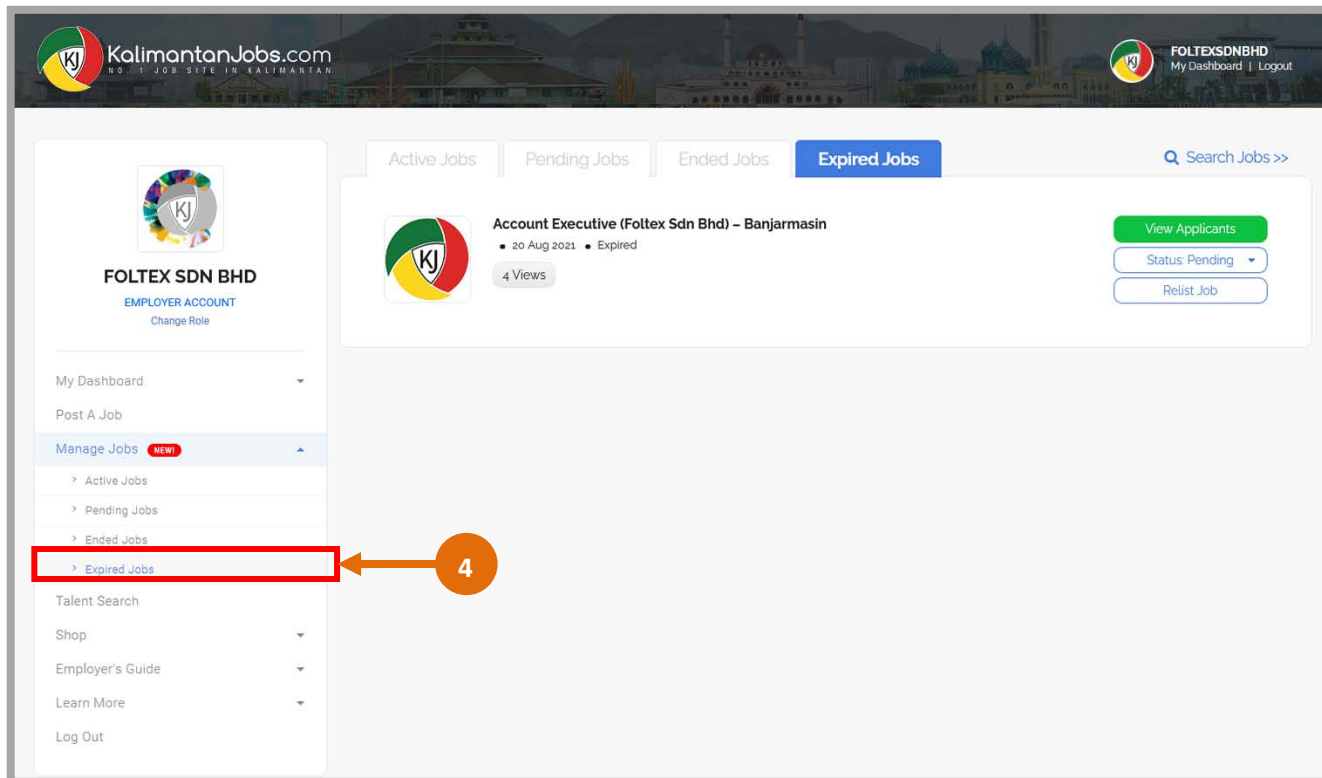
- View Applicants via Talent Management System (TMS)
- Update the hiring outcome
- Relist Job

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Expired Jobs: Display all expired job ads, enabling you to;

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| MANAGE JOBS



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- Cancel Job

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Ended Jobs: Display all job ads that were ended manually before reaching the expiry date, enabling you to;

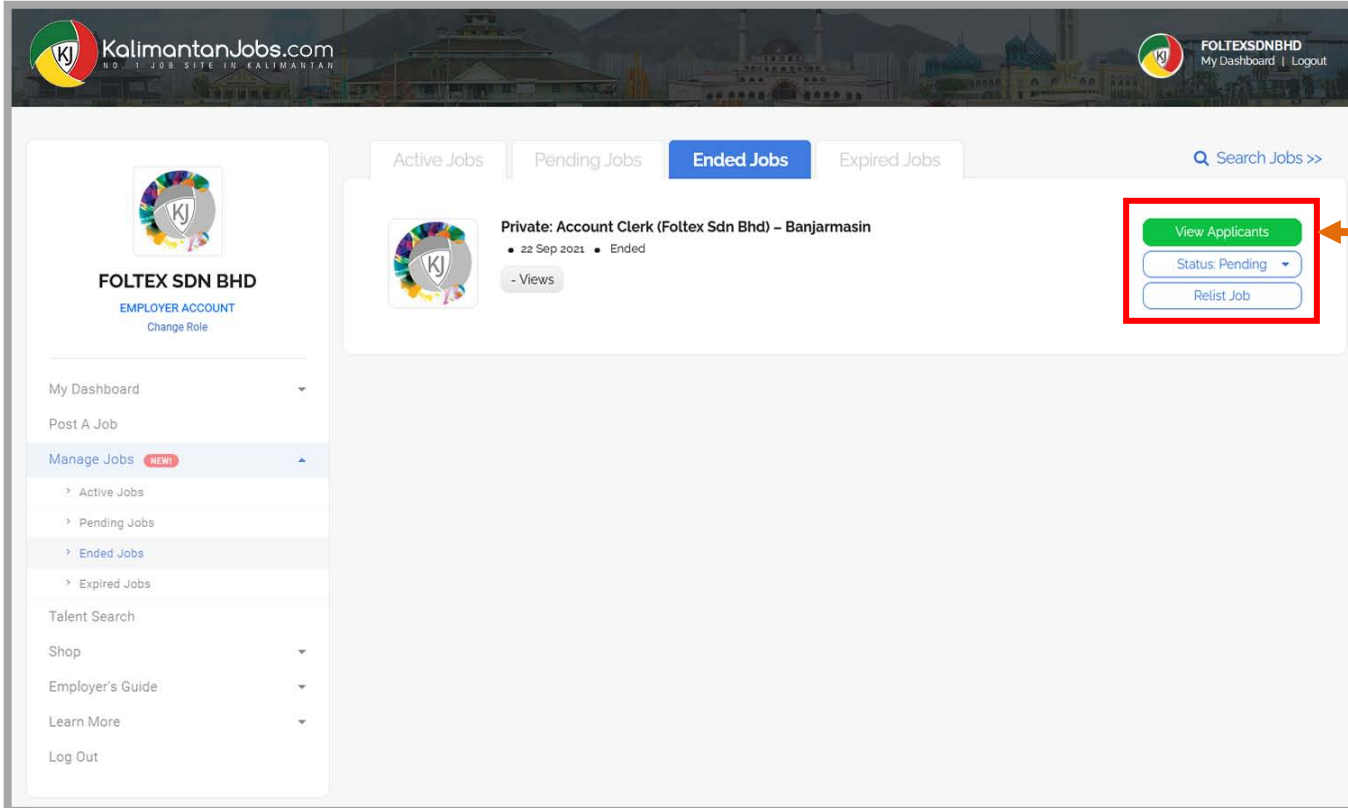
- View Applicants via Talent Management System (TMS)
- Update the hiring outcome
- Relist Job

4

Expired Jobs: Display all expired job ads, enabling you to;

- View Applicants via Talent Management System (TMS)
- Update the hiring outcome
- Relist Job

| MANAGE JOBS



The screenshot shows the employer dashboard for FOLTEX SDN BHD. The 'Ended Jobs' tab is selected, showing a job listing for 'Private: Account Clerk (Foltex Sdn Bhd) - Banjarmasin' posted on 22 Sep 2021. The job status is 'Ended'. A red box highlights the 'View Applicants' button, which is linked to a callout box containing the number 5.

5

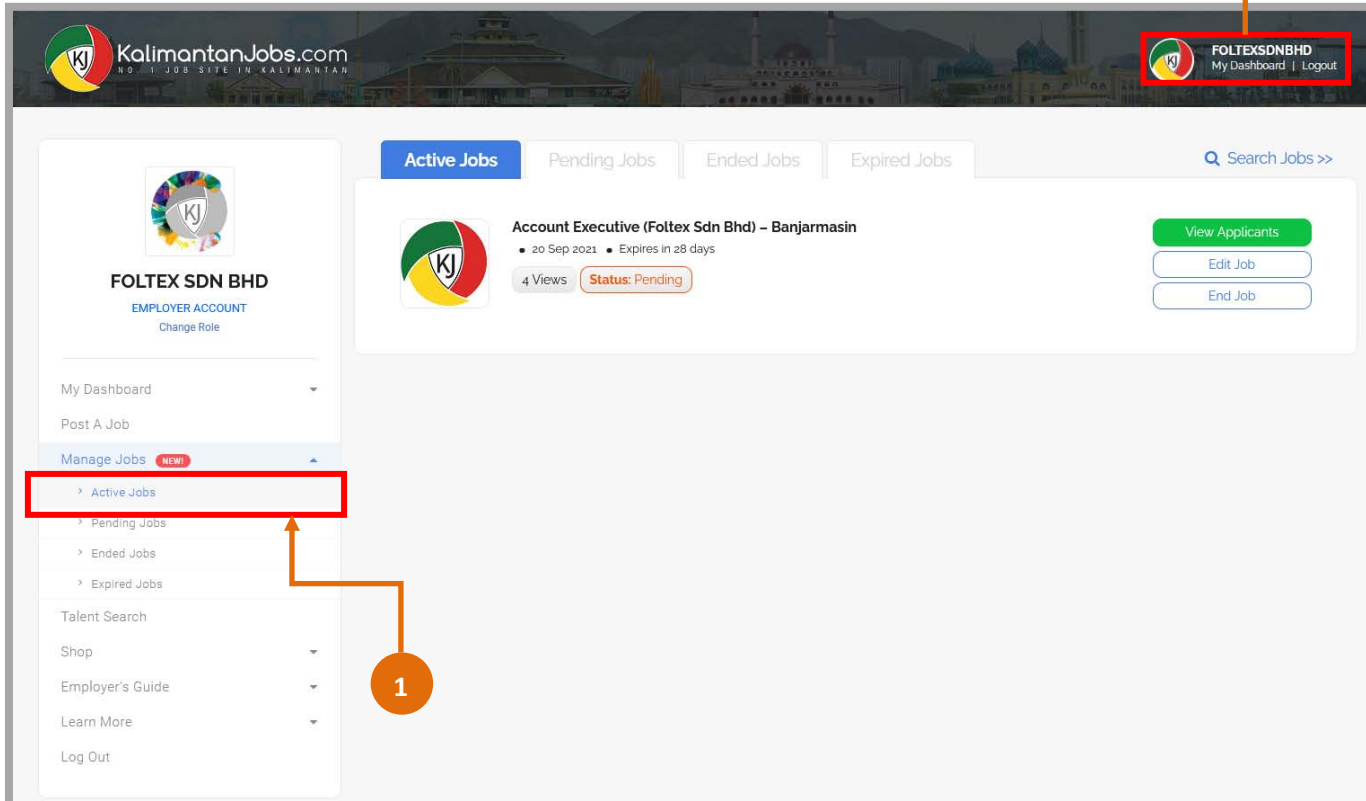
MANAGING ENDED / EXPIRED JOB AD

Depending on your recruitment progress for each job, you can update the '**Application Status**' from '**Pending**' to '**Filled**' based on the outcome of each job.

[NOTE] For expired job ad, you still have the access to 'Talent Management System (TMS) page'. Click on 'View Applications', and it will lead you to 'Talent Management System (TMS) page' for that specific job.

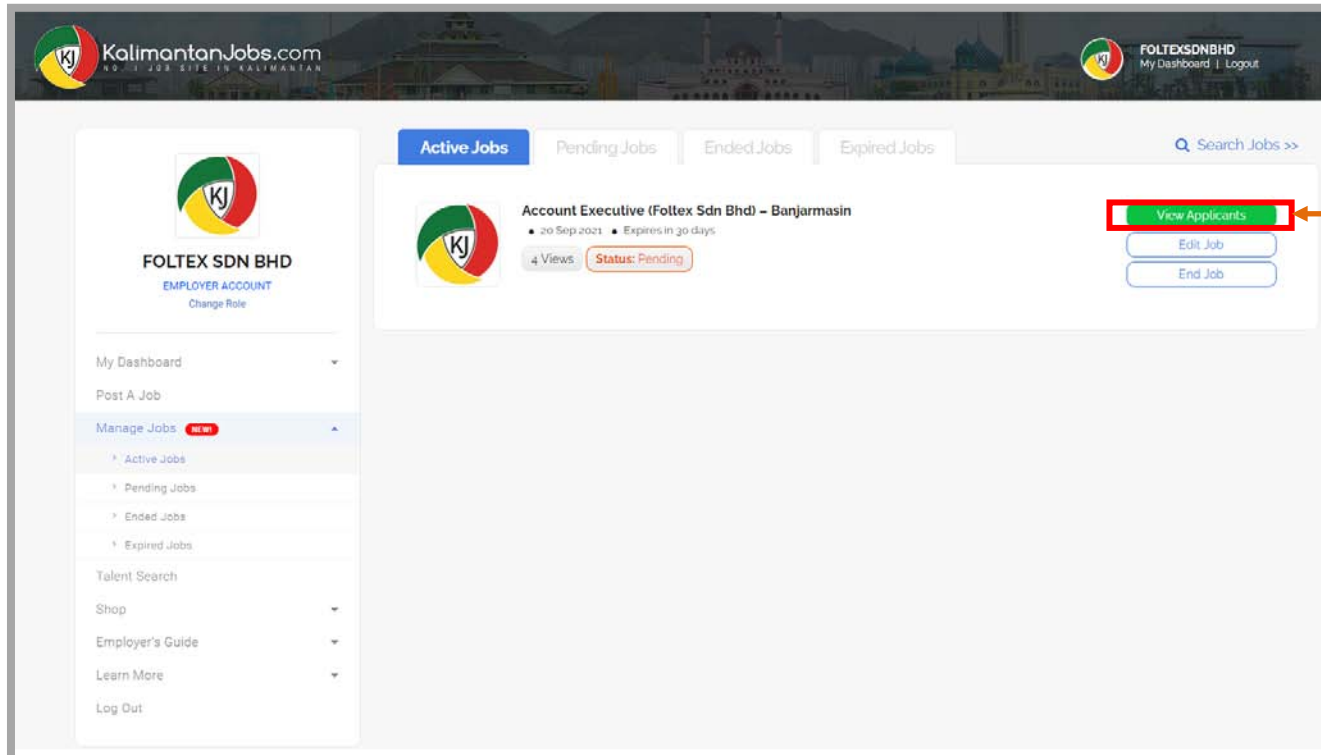
| TALENT MANAGEMENT SYSTEM (TMS)

Ensure that you are already logged in to your account



- 1 Under 'Manage Jobs', Click and Choose 'Active Jobs'
- 2 Click 'View Applicants' to access all job applicants via Talent Management System (TMS)
- 3 Start to View, Filter & Sort job applicants through:
 - i. Filter function
 - ii. Application Status (Mark each applicant from 'New' to 'Shortlisted', 'Hired' or 'Rejected')
- 4 Click 'Cover Letter', to view the candidate's cover letter.
- 5 Click on 'Add Notes' to key-in details of each candidate.
- 6 Click on Applicant's NAME to view his or her 'Online Resume'

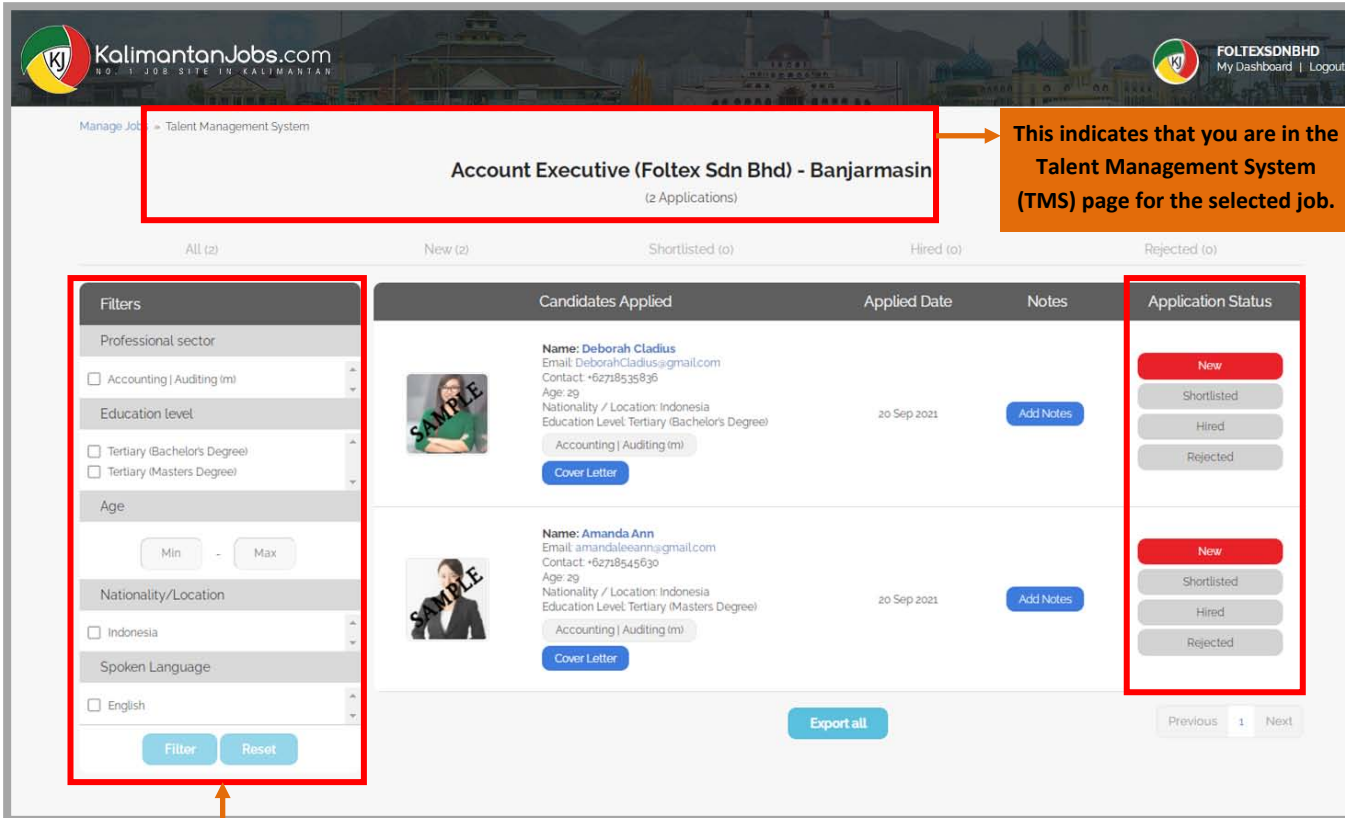
| TALENT MANAGEMENT SYSTEM (TMS)



Talent Management System (TMS) is available for all employers to view and manage job applicants. To start, click on **'My Dashboard'** to navigate.

- 1 Under **'Manage Jobs'**, Click and Choose **'Active Jobs'**
- 2 Click **'View Applicants'** to access all job applicants via **Talent Management System (TMS)**
- 3 Start to **View, Filter & Sort** job applicants through:
 - i. Filter function
 - ii. Application Status (Mark each applicant from 'New' to 'Shortlisted', 'Hired' or 'Rejected')
- 4 Click **'Cover Letter'**, to view the candidate's cover letter.
- 5 Click on **'Add Notes'** to key-in details of each candidate.
- 6 Click on **Applicant's NAME** to view his or her **'Online Resume'**

| TALENT MANAGEMENT SYSTEM (TMS)



The screenshot shows the TMS interface for a specific job. At the top, the job title 'Account Executive (Foltex Sdn Bhd) - Banjarmasin' is highlighted with a red box, with an arrow pointing to a callout box that says 'This indicates that you are in the Talent Management System (TMS) page for the selected job.' Below the job title, there are tabs for 'All (2)', 'New (2)', 'Shortlisted (0)', 'Hired (0)', and 'Rejected (0)'. On the left, a 'Filters' sidebar is highlighted with a red box, with an arrow pointing to a callout box with the number '3'. The main area displays a table of candidates with columns for 'Candidates Applied', 'Applied Date', 'Notes', and 'Application Status'. Two candidate entries are shown, each with a 'Cover Letter' button and an 'Add Notes' button. The 'Application Status' column for each entry has buttons for 'New', 'Shortlisted', 'Hired', and 'Rejected'. At the bottom right, there are 'Previous', '1', and 'Next' navigation buttons.

1 **Talent Management System (TMS)** is available for all employers to view and manage job applicants. To start, click on '**My Dashboard**' to navigate.

2 Under '**Manage Jobs**', Click and Choose '**Active Jobs**'

Click '**View Applicants**' to access all job applicants via **Talent Management System (TMS)**

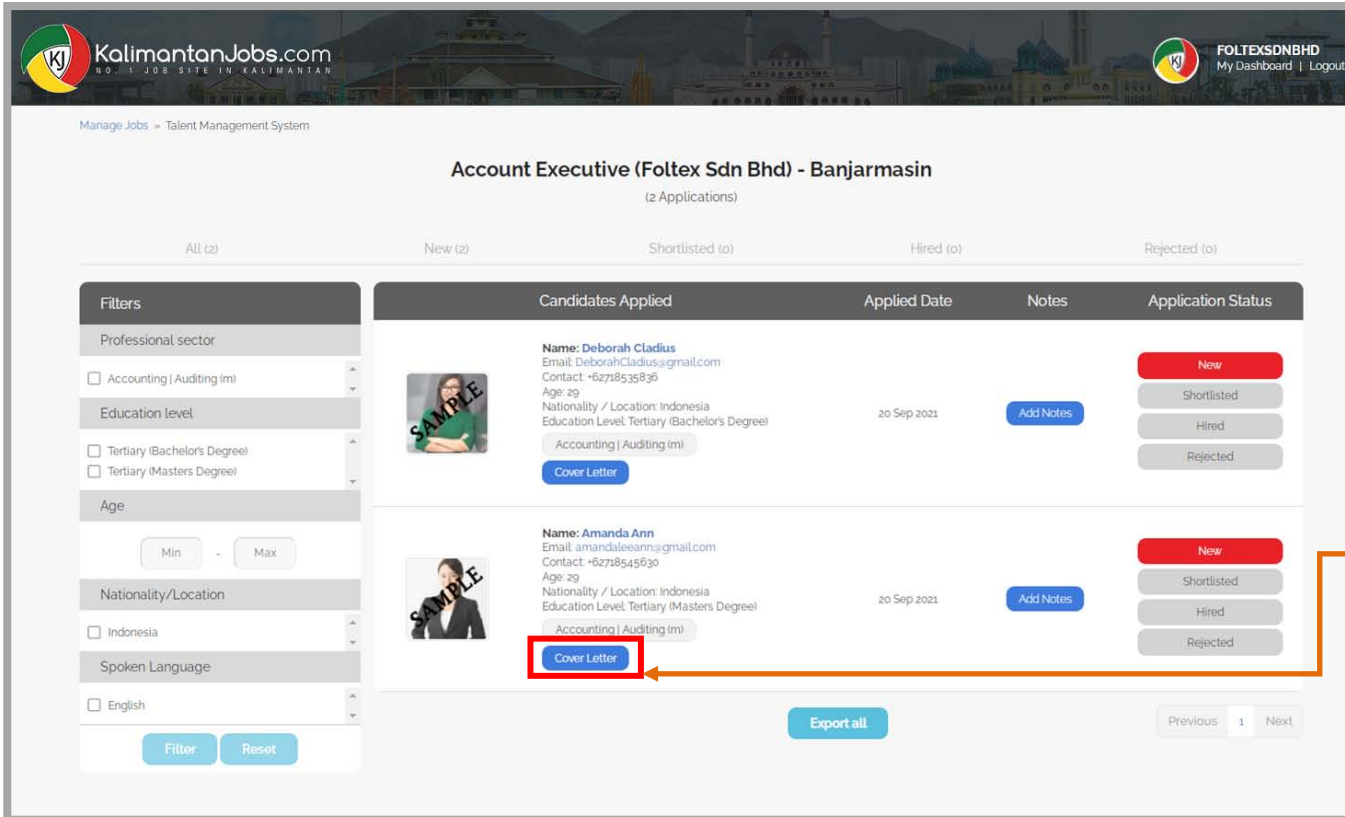
3 Start to **View, Filter & Sort** job applicants through:
i. Filter function
ii. Application Status (Mark each applicant from '**New**' to '**Shortlisted**', '**Hired**' or '**Rejected**')

4 Click '**Cover Letter**', to view the candidate's cover letter.

5 Click on '**Add Notes**' to key-in details of each candidate.

6 Click on **Applicant's NAME** to view his or her '**Online Resume**'



| TALENT MANAGEMENT SYSTEM (TMS)



Manage Jobs » Talent Management System

Account Executive (Foltex Sdn Bhd) - Banjarmasin
(2 Applications)

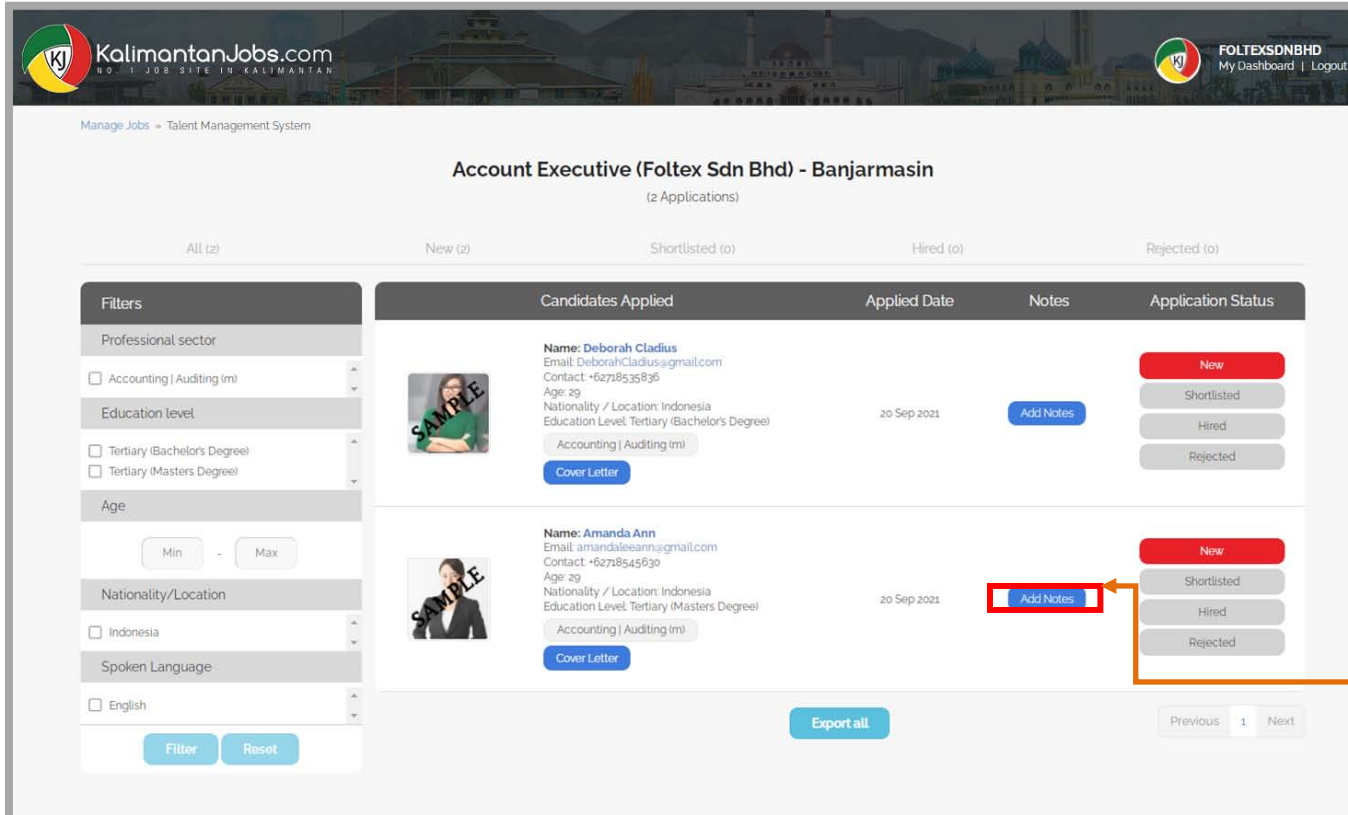
All (2) New (2) Shortlisted (0) Hired (0) Rejected (0)

Filters	Candidates Applied	Applied Date	Notes	Application Status
Professional sector <input type="checkbox"/> Accounting Auditing (m)	 <p>Name: Deborah Cladius Email: DeborahCladius@gmail.com Contact: +62718535836 Age: 29 Nationality / Location: Indonesia Education Level: Tertiary (Bachelor's Degree)</p> <p>Accounting Auditing (m)</p> <p>Cover Letter</p>	20 Sep 2021	Add Notes	<input type="button" value="New"/> <input type="button" value="Shortlisted"/> <input type="button" value="Hired"/> <input type="button" value="Rejected"/>
Education level <input type="checkbox"/> Tertiary (Bachelor's Degree) <input type="checkbox"/> Tertiary (Masters Degree)	 <p>Name: Amanda Ann Email: amandaleeann@gmail.com Contact: +62718545630 Age: 29 Nationality / Location: Indonesia Education Level: Tertiary (Masters Degree)</p> <p>Accounting Auditing (m)</p> <p>Cover Letter</p>	20 Sep 2021	Add Notes	<input type="button" value="New"/> <input type="button" value="Shortlisted"/> <input type="button" value="Hired"/> <input type="button" value="Rejected"/>

Export all Previous 1 Next

- 1 **Talent Management System (TMS)** is available for all employers to view and manage job applicants. To start, click on **'My Dashboard'** to navigate.
- 2 Under **'Manage Jobs'**, Click and Choose **'Active Jobs'**
- Click **'View Applicants'** to access all job applicants via **Talent Management System (TMS)**
- 3 Start to **View, Filter & Sort** job applicants through:
 - i. Filter function
 - ii. Application Status (Mark each applicant from 'New' to 'Shortlisted', 'Hired' or 'Rejected')
- 4 Click **'Cover Letter'**, to view the candidate's cover letter.
- 5 Click on **'Add Notes'** to key-in details of each candidate.
- 6 Click on **Applicant's NAME** to view his or her **'Online Resume'**

| TALENT MANAGEMENT SYSTEM (TMS)



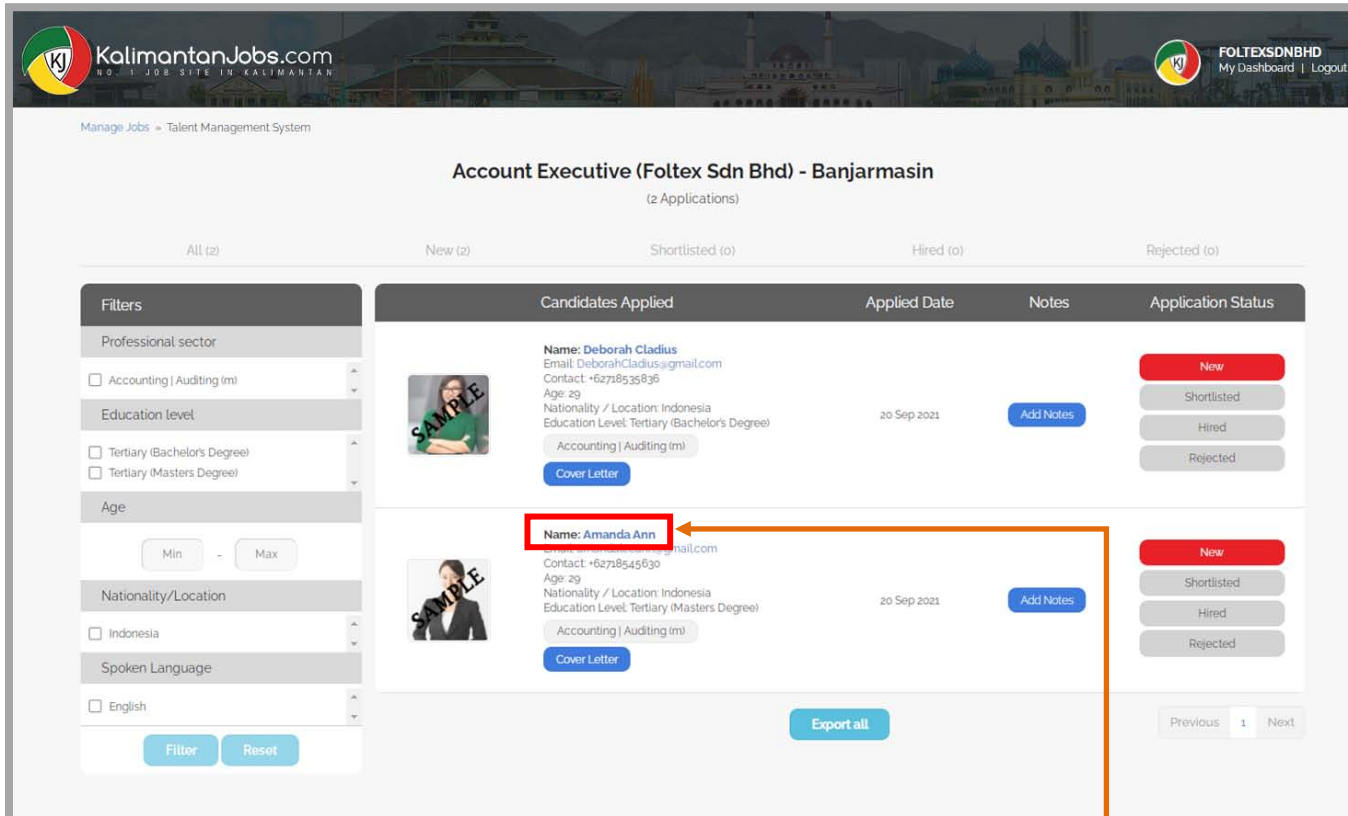
The screenshot shows the TMS interface for 'Account Executive (Foltex Sdn Bhd) - Banjarmasin' with 2 applications. It features a filter sidebar on the left, a table of candidates, and application status controls.

Filters	Candidates Applied	Applied Date	Notes	Application Status
Professional sector <input type="checkbox"/> Accounting Auditing (m)	Name: Deborah Cladius Email: DeborahCladius@gmail.com Contact: +62718535836 Age: 29 Nationality / Location: Indonesia Education Level: Tertiary (Bachelor's Degree) Accounting Auditing (m) Cover Letter	20 Sep 2021	Add Notes	<input type="button" value="New"/> <input type="button" value="Shortlisted"/> <input type="button" value="Hired"/> <input type="button" value="Rejected"/>
Education level <input type="checkbox"/> Tertiary (Bachelor's Degree) <input type="checkbox"/> Tertiary (Masters Degree)	Name: Amanda Ann Email: amandaleeanns@gmail.com Contact: +62718545630 Age: 29 Nationality / Location: Indonesia Education Level: Tertiary (Masters Degree) Accounting Auditing (m) Cover Letter	20 Sep 2021	Add Notes	<input type="button" value="New"/> <input type="button" value="Shortlisted"/> <input type="button" value="Hired"/> <input type="button" value="Rejected"/>

Additional interface elements include: 'All (2)', 'New (2)', 'Shortlisted (0)', 'Hired (0)', 'Rejected (0)', 'Export all', and pagination (Previous, 1, Next).

- 1 **Talent Management System (TMS)** is available for all employers to view and manage job applicants. To start, click on **'My Dashboard'** to navigate.
- 2 Under **'Manage Jobs'**, Click and Choose **'Active Jobs'**
- Click **'View Applicants'** to access all job applicants via **Talent Management System (TMS)**
- 3 Start to **View, Filter & Sort** job applicants through:
 - i. Filter function
 - ii. Application Status (Mark each applicant from 'New' to 'Shortlisted', 'Hired' or 'Rejected')
- 4 Click **'Cover Letter'**, to view the candidate's cover letter.
- 5 Click on **'Add Notes'** to key-in details of each candidate.
- 6 Click on **Applicant's NAME** to view his or her **'Online Resume'**



| TALENT MANAGEMENT SYSTEM (TMS)



Manage Jobs » Talent Management System

Account Executive (Foltex Sdn Bhd) - Banjarmasin
(2 Applications)

All (2) New (2) Shortlisted (0) Hired (0) Rejected (0)

Filters	Candidates Applied	Applied Date	Notes	Application Status
Professional sector <input type="checkbox"/> Accounting Auditing (m)	 <p>Name: Deborah Cladius Email: DeborahCladius@gmail.com Contact: +62718535836 Age: 29 Nationality / Location: Indonesia Education Level: Tertiary (Bachelor's Degree) Accounting Auditing (m)</p> <p>Cover Letter</p>	20 Sep 2021	Add Notes	<input type="button" value="New"/> <input type="button" value="Shortlisted"/> <input type="button" value="Hired"/> <input type="button" value="Rejected"/>
Education level <input type="checkbox"/> Tertiary (Bachelor's Degree) <input type="checkbox"/> Tertiary (Masters Degree)	 <p>Name: Amanda Ann Email: amandaann@gmail.com Contact: +62718545630 Age: 29 Nationality / Location: Indonesia Education Level: Tertiary (Masters Degree) Accounting Auditing (m)</p> <p>Cover Letter</p>	20 Sep 2021	Add Notes	<input type="button" value="New"/> <input type="button" value="Shortlisted"/> <input type="button" value="Hired"/> <input type="button" value="Rejected"/>

[Export all](#)

Previous 1 Next

1 **Talent Management System (TMS)** is available for all employers to view and manage job applicants.
To start, click on **'My Dashboard'** to navigate.

2 Under **'Manage Jobs'**, Click and Choose **'Active Jobs'**

Click **'View Applicants'** to access all job applicants via **Talent Management System (TMS)**

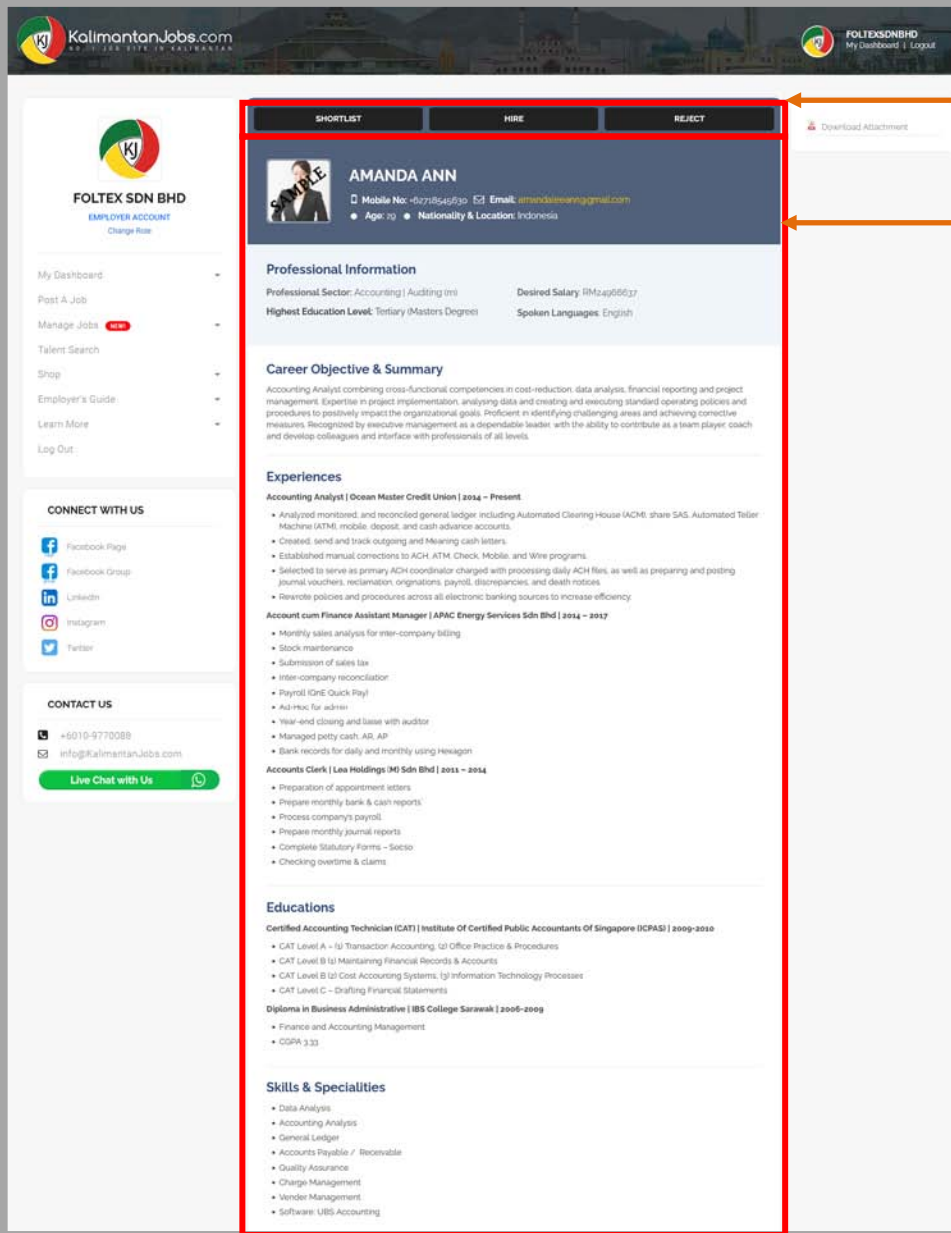
3 Start to **View, Filter & Sort** job applicants through:
i. Filter function
ii. Application Status (Mark each applicant from 'New' to 'Shortlisted', 'Hired' or 'Rejected')

4 Click **'Cover Letter'**, to view the candidate's cover letter.

5 Click on **'Add Notes'** to key-in details of each candidate.

6 Click on **Applicant's NAME** to view his or her **'Online Resume'**

| TALENT MANAGEMENT SYSTEM (TMS)



SHORTLIST **HIRE** **REJECT** Download Attachment

AMANDA ANN
 Mobile No: +62718549530 | Email: amandaawing@gmail.com
 Age: 30 | Nationality & Location: Indonesia

Professional Information
 Professional Sector: Accounting | Auditing tms Desired Salary: RM2,496,637
 Highest Education Level: Tertiary (Masters Degree) Spoken Languages: English

Career Objective & Summary
 Accounting Analyst combining cross-functional competencies in cost-reduction, data analysis, financial reporting and project management. Expertise in project implementation, analysing data and creating and executing standard operating policies and procedures to positively impact the organizational goals. Proficient in identifying challenging areas and achieving concrete measures. Recognized by executive management as a dependable leader, with the ability to contribute as a team player, coach and develop colleagues and interface with professionals of all levels.

Experiences
Accounting Analyst | Ocean Master Credit Union | 2014 – Present
 • Analyzed, monitored, and reconciled general ledger, including Automated Clearing House (ACH), share SAS, Automated Teller Machine (ATM), mobile deposit, and cash advance accounts.
 • Created, send and back-logging and clearing cash letters.
 • Established manual corrections to ACH, ATM, Check, Mobile, and Wire programs.
 • Selected to serve as primary ACH coordinator charged with processing daily ACH files, as well as preparing and pasting journal vouchers, reclamation, originations, payroll, discrepancies, and death notices.
 • Rewrote policies and procedures across all electronic banking sources to increase efficiency.

Account cum Finance Assistant Manager | APAC Energy Services Sdn Bhd | 2014 – 2017
 • Monthly sales analysis for inter-company billing.
 • Stock maintenance.
 • Submission of sales tax.
 • Inter-company reconciliator.
 • Payroll (GrE Quick Pay).
 • Ad-Hoc, for address.
 • Year-end closing and lease with auditor.
 • Managed petty cash, AB, AP.
 • Bank records for daily and monthly using Hewajon.

Accounts Clerk | Lea Holdings (M) Sdn Bhd | 2011 – 2014
 • Preparation of appointment letters.
 • Prepare monthly bank & cash reports.
 • Process company's payroll.
 • Prepare monthly journal reports.
 • Complete Statutory Forms – Socso.
 • Checking overtime & claims.

Educations
Certified Accounting Technician (ICAT) | Institute Of Certified Public Accountants Of Singapore (ICPAS) | 2009-2010
 • CAT Level A - (A) Transaction Accounting, (2) Office Practice & Procedures
 • CAT Level B (a) Maintaining Financial Records & Accounts
 • CAT Level B (2) Cost Accounting Systems, (3) Information Technology Processes
 • CAT Level C - Drafting Financial Statements

Diploma in Business Administrative | IBS College Sarawak | 2006-2009
 • Finance and Accounting Management
 • CGPA 3.33

Skills & Specialities
 • Data Analysis
 • Accounting Analysis
 • General Ledger
 • Accounts Payable / Receivable
 • Quality Assurance
 • Change Management
 • Vendor Management
 • Software: UBS Accounting

This is a candidate's Online Resume Page. Once you have reviewed each Online Resume, Select one of the three buttons:

'Shortlisted', 'Hired' or 'Rejected'

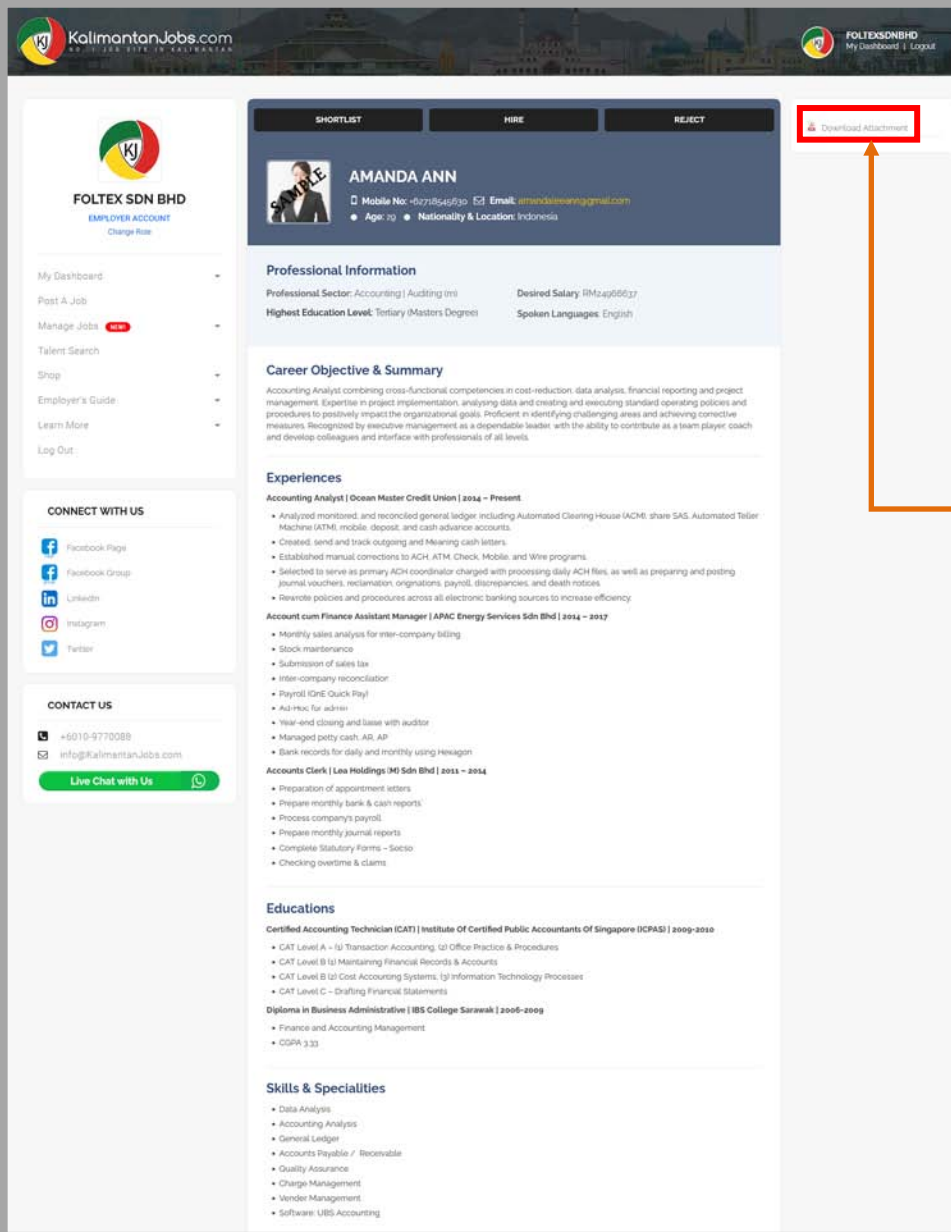
1

- Online Resume includes applicant's;
- Professional Information
 - Career Objective & Summary
 - Experiences
 - Educations
 - Skills & Specialities

2

On the candidate's Online Resume Page, if an additional attachment is available, it will be shown on the top right corner. Click on 'Download Attachment'

| TALENT MANAGEMENT SYSTEM (TMS)



SHORTLIST **HIRE** **REJECT** **Download Attachment**

AMANDA ANN
 Mobile No: +6278549530 | Email: amandaawing@gmail.com
 Age: 29 | Nationality & Location: Indonesia

Professional Information
 Professional Sector: Accounting | Auditing Int | Desired Salary: RM24906637
 Highest Education Level: Tertiary (Masters Degree) | Spoken Languages: English

Career Objective & Summary
 Accounting Analyst combining cross-functional competencies in cost-reduction, data analysis, financial reporting and project management. Expertise in project implementation, analyzing data and creating and executing standard operating policies and procedures to positively impact the organizational goals. Proficient in identifying challenging areas and achieving corrective measures. Recognized by executive management as a dependable leader, with the ability to contribute as a team player, coach and develop colleagues and interface with professionals of all levels.

Experiences
Accounting Analyst | Ocean Master Credit Union | 2014 – Present
 • Analyzed monitored, and reconciled general ledger including Automated Clearing House (ACH), share SAS, Automated Teller Machine (ATM), mobile, deposit, and cash advance accounts.
 • Created, send and track outgoing and incoming cash letters.
 • Established manual connectors to ACH, ATM, Check, Mobile, and Wire programs.
 • Selected to serve as primary ACH coordinator charged with processing daily ACH files, as well as preparing and posting journal vouchers, reclamation, originators, payroll, discrepancies, and death notices.
 • Rewrite policies and procedures across all electronic banking sources to increase efficiency.
Account cum Finance Assistant Manager | APAC Energy Services Sdn Bhd | 2014 – 2017
 • Monthly sales analysis for inter-company billing
 • Stock maintenance
 • Submission of sales tax
 • Inter-company reconciliator
 • Payroll (DRG Quick Pay)
 • Ad-Hoc: for address
 • Year-end closing and lease with auditor
 • Managed petty cash, AB, AP
 • Bank records for daily and monthly using Hexagon
Accounts Clerk | Lea Holdings (M) Sdn Bhd | 2011 – 2014
 • Preparation of appointment letters
 • Prepare monthly bank & cash reports
 • Process company's payroll
 • Prepare monthly journal reports
 • Complete Statutory Forms – Socso
 • Checking overtime & claims

Educations
Certified Accounting Technician (ICAT) | Institute Of Certified Public Accountants Of Singapore (ICPAS) | 2009-2010
 • CAT Level A - (a) Transaction Accounting, (2) Office Practice & Procedures
 • CAT Level B (a) Maintaining Financial Records & Accounts
 • CAT Level B (2) Cost Accounting Systems, (3) Information Technology Processes
 • CAT Level C - Drafting Financial Statements
Diploma in Business Administrative | IBS College Sarawak | 2006-2009
 • Finance and Accounting Management
 • COPA 333

Skills & Specialities
 • Data Analysis
 • Accounting Analysis
 • General Ledger
 • Accounts Payable / Receivable
 • Quality Assurance
 • Charge Management
 • Vendor Management
 • Software: UBS Accounting

This is a candidate's Online Resume Page. Once you have reviewed each Online Resume, Select one of the three buttons:

'Shortlisted', 'Hired' or 'Rejected'

1

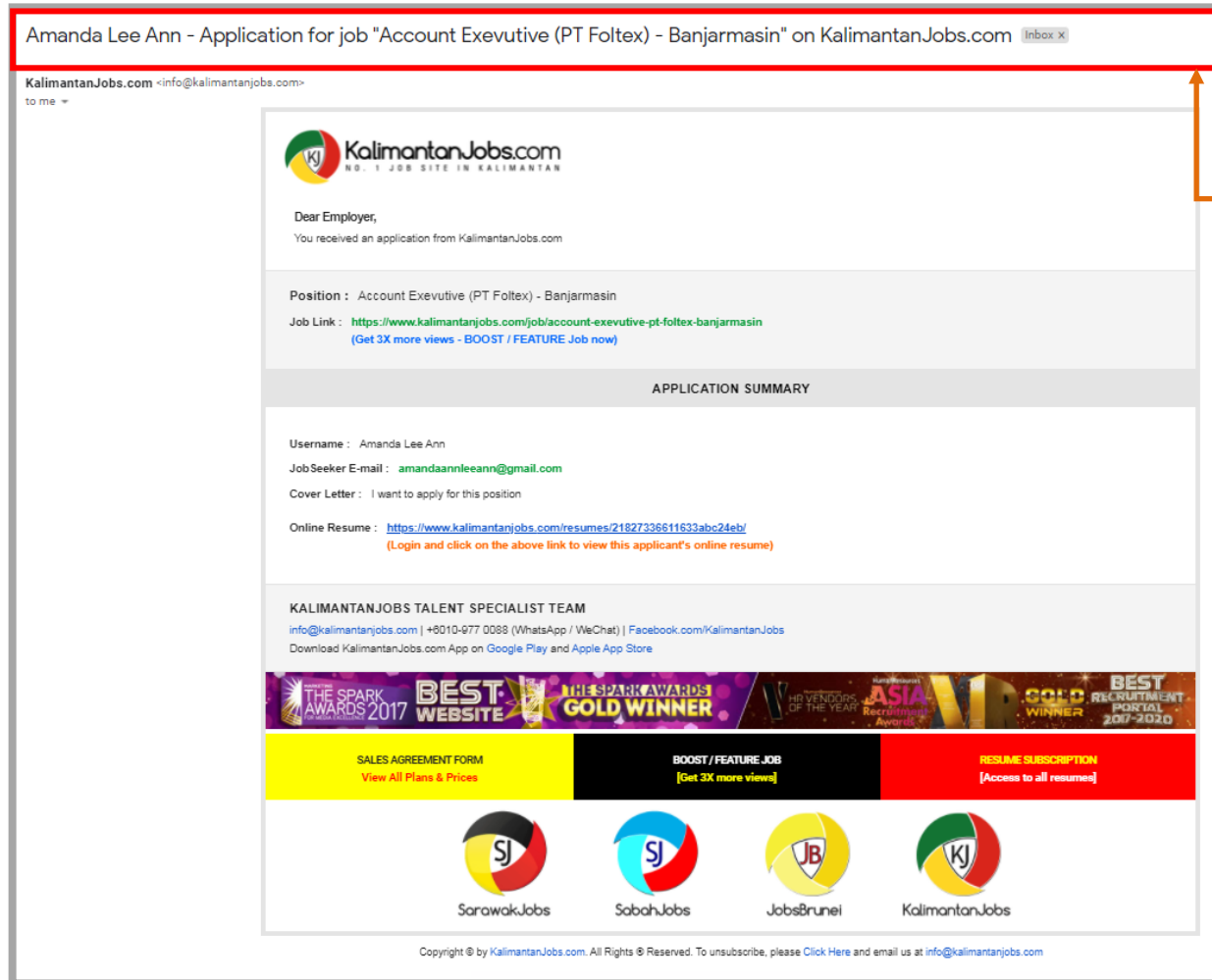
Online Resume includes applicant's;

- Professional Information
- Career Objective & Summary
- Experiences
- Educations
- Skills & Specialities

2

On the candidate's Online Resume Page, if an additional attachment is available, it will be shown on the top right corner. Click on 'Download Attachment'

EMAIL NOTIFICATION



When a job seeker applies to your job at KalimantanJobs.com, you will receive Job email notification to your registered email address from KalimantanJobs' email system (info@KalimantanJobs.com).

1

Access your INBOX to retrieve job applications (i.e. Gmail, Yahoo, Hotmail, Outlook, etc...).

Look for emails from info@KalimantanJobs.com

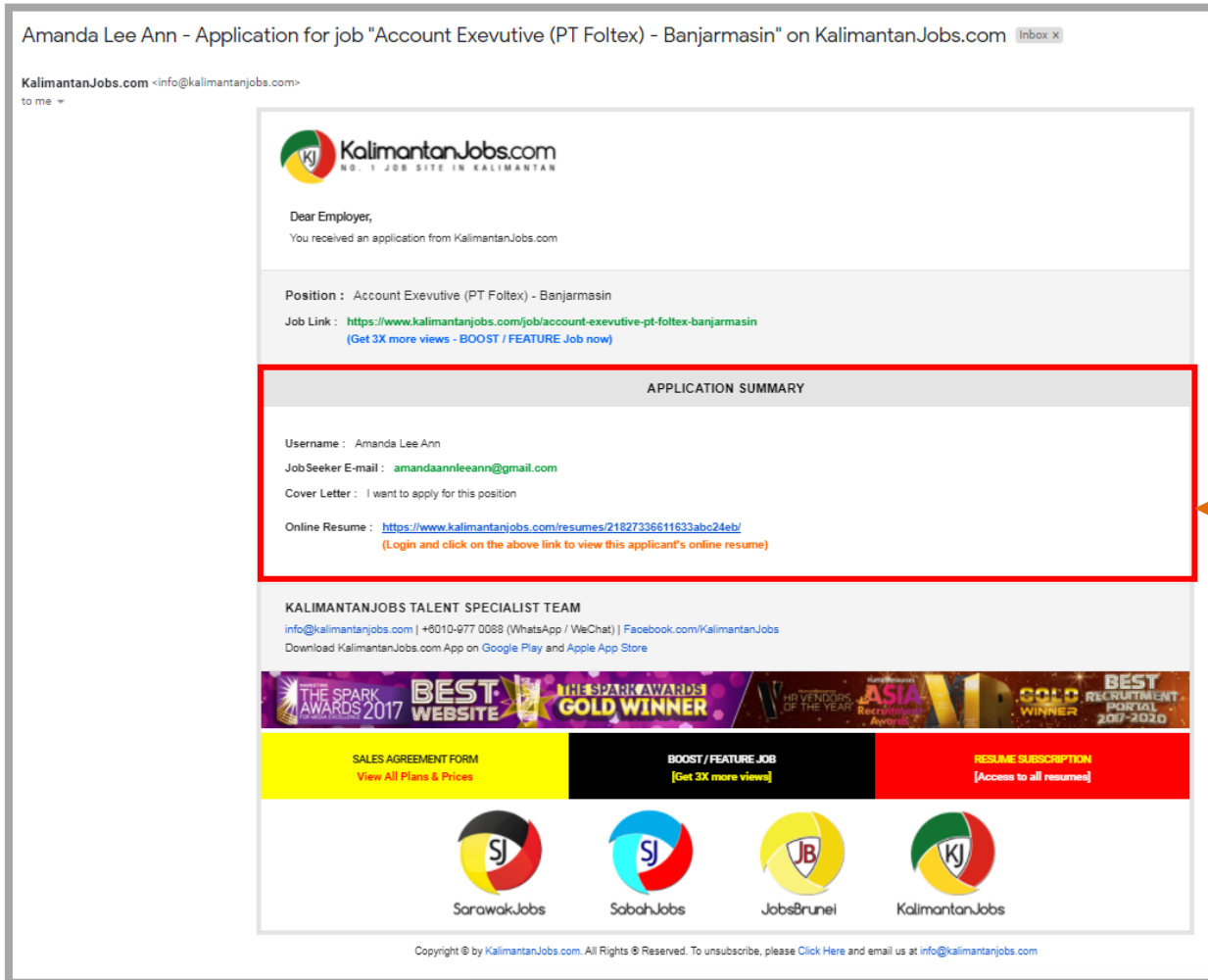
Note: Apart from receiving applications via our system, applicants may email to you directly since your email is revealed when promoting your job.

2

Refer to section 'APPLICATION SUMMARY' for applicant's information which contains;

1. Applicant's Username & E-mail
2. Cover Letter
3. Applicant's Online Resume
4. Applicant's Offline Resume
(This is not compulsory, hence it will not be shown if an applicant chooses not to upload any supporting document during his or her application)

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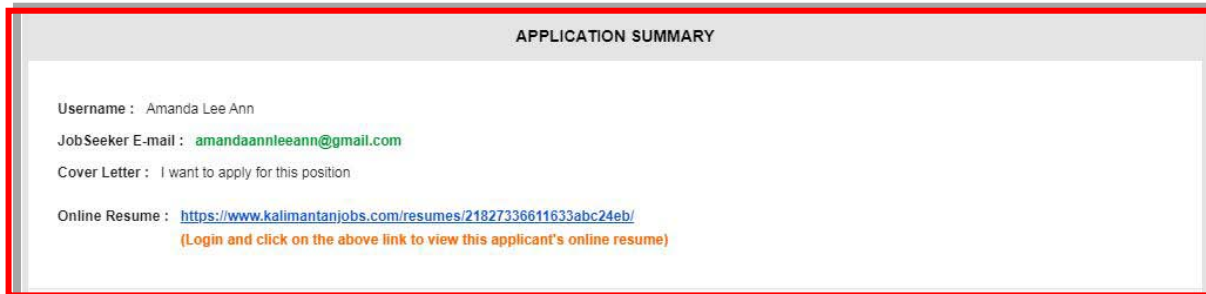
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| CONTACT & RESPOND TO APPLICANTS

NOTIFICATION EMAIL

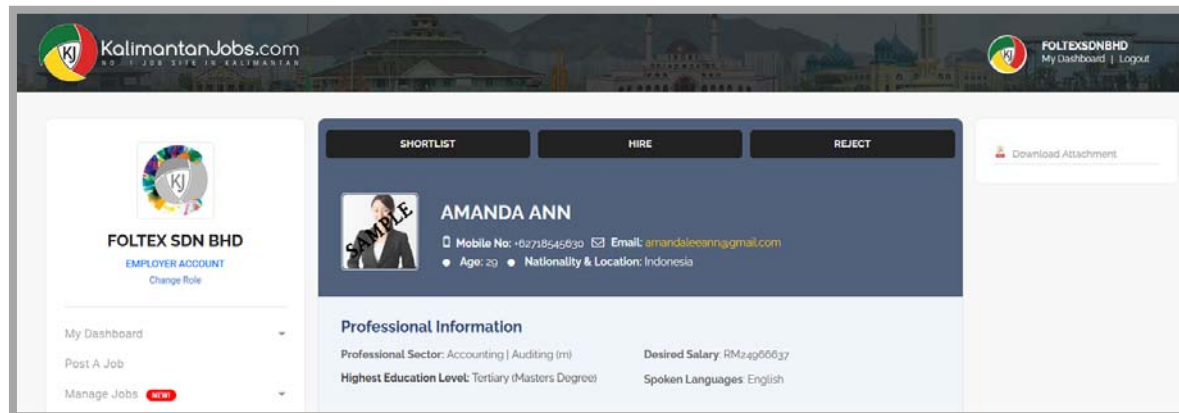


It is ideal and good to contact the shortlisted candidates ASAP to arrange for a phone interview OR face-to-face interview before your job advertisement ends.

It is best not to wait till 30 days or more to arrange interview appointments.

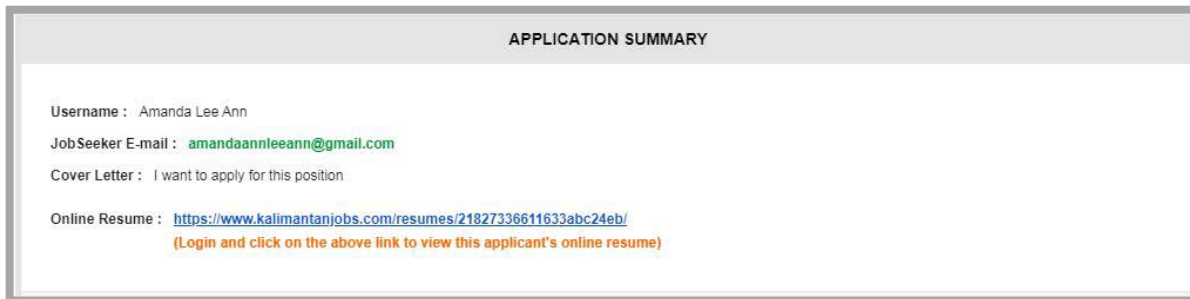
Via NOTIFICATION EMAIL: Applicants' Email address is found under the 'APPLICATION SUMMARY' section

Via ONLINE RESUME: Candidate's Mobile number can be found under the 'Cover Letter' or 'Online Resume' or 'Attachment'.



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