# JOB BOARD POSTING

## HR Department Instructions

Please follow these easy steps to add a position to our Career Center.

**BOMA**
Oakland/East Bay
ADVANCING COMMERCIAL REAL ESTATE

## Step 1

Call the office at 510.893.8780. They will create a username and password for you.

**Cost for posting a position is $100.**

## Step 2

Member Login    Forgot Password?
Username    Password
Go

Login using your username and password.

## Step 3

Main Page
My Committees
Register for Events
Online Directory
My Job Listings
Members Only Pages

Look to the left of the screen and press the 'My Job Listings' button. This will take you to Step 3.

## Step 4

Add A Job >>
Action(s)

Look to the right side of the screen and press the 'Add a Job' button. This will take you to a page to fill in details of the position. Click 'Save' at the bottom of the screen and you're finished!

Call the office at 510.893.8780 or email admin@bomaoeb.org