



NRCA

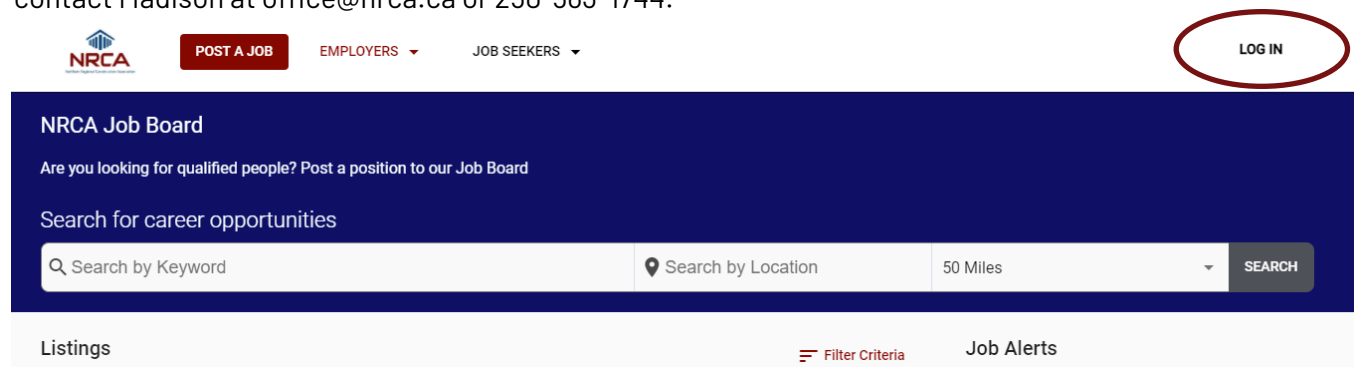
NORTHERN REGIONAL CONSTRUCTION ASSOCIATION

JOB BOARD EMPLOYER USER GUIDE

POST YOUR JOB IN 6 EASY STEPS!

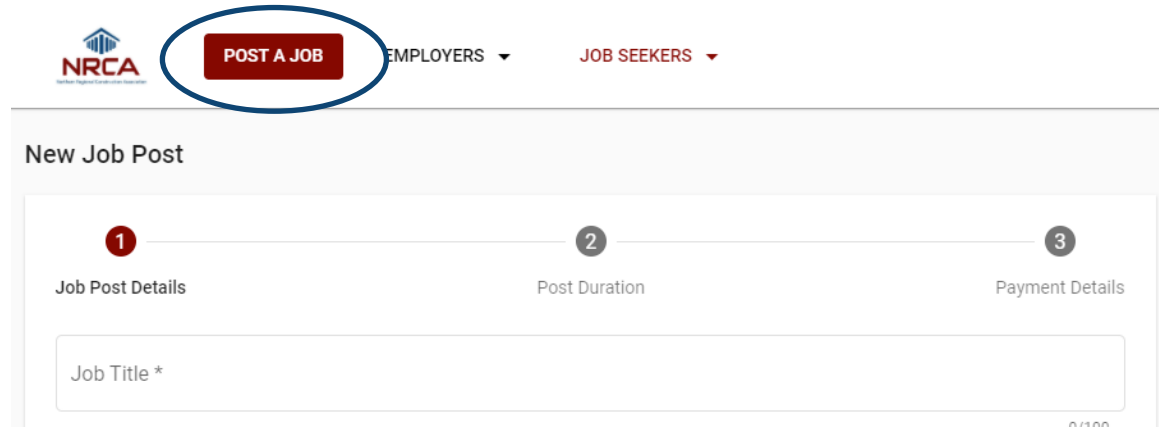
STEP ONE: LOG IN

Proceed to the [NRCA Job Board](#) and locate "Log in" in the top right corner. Logging into our job board uses the same credentials as the member login on our website. If you need assistance with logging in, please contact Madison at office@nrca.ca or 250-563-1744.



STEP TWO: START YOUR JOB POSTING

Next, select the red "Post a Job" button in the top left corner. This will open a form where you can enter the details for your job posting such as position title, employer, website, address and company logo.



STEP TWO: START YOUR JOB POSTING—CONTINUED

Job Title * 0/100

Employer * 0/150

Employer Website 0/150

Remote

Address Line 1 * 0/250

Address Line 2 0/250

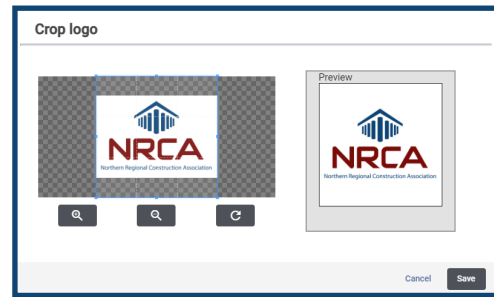
City * Choose from autocomplete options 0/250 Province * ▼ Postal Code * ▼

Country * ▼

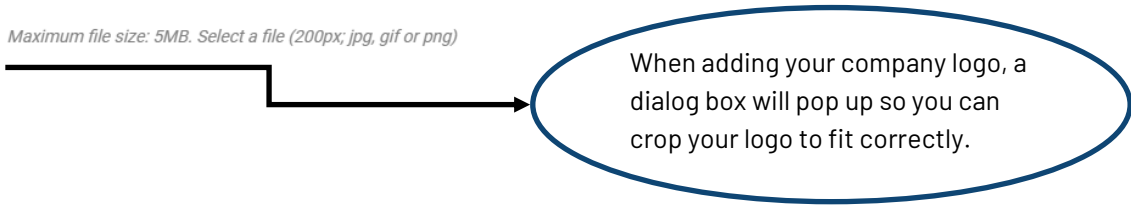
Canada

Fill in your Job Title and company information accordingly.

Below: Crop Logo Dialogue Box



Upload Employer Logo *Maximum file size: 5MB. Select a file (200px; jpg, gif or png)*



When adding your company logo, a dialog box will pop up so you can crop your logo to fit correctly.



STEP THREE: JOB POSTING DETAILS

After adding your job title and company information, you will next add some more specific job details. To start, you are going to want to select the industry type that best encompasses your job posting. Some examples of industry types are shown below. If you are unsure or need assistance with industry type, please contact Madison at office@nrca.ca or 250-563-1744.

Industry Type

- Construction Administration Services
- Construction Commercial Electrical
- Construction HVAC Trades
- Construction Labours
- Construction Project Management

STEP THREE: JOB POSTING DETAILS—CONTINUED

Following the Industry Type selection, there are several options for salary and employment type. These fields can be left empty, but we recommend inputting as much information as possible.

Salary Type is the next dropdown, where you can select the frequency of the salary for the job you are posting. Following Salary Type is the Salary field itself, where you can post a specific salary or a range.

The screenshot shows a dropdown menu for 'Salary Type' with the following options: Hourly, Daily, Weekly, Monthly, and Annually. To the right of the dropdown is a text input field labeled 'Salary' and a button labeled 'Add salary range'.

After Salary Type and Salary, the Employment Type dropdown is next, where you can add whether the position you are posting is Part Time, Full Time, Contractor, etc.

The screenshot shows a dropdown menu for 'Employment Type' with the following options: Full-time, Part-time, Contractor, and Temporary. The 'Temporary' option is currently selected and highlighted.

The final step of your job posting details is the Application Deadline and Description. The Application Deadline field allows you to select the final date to apply for your job posting from a calendar. You can type or copy and paste your job description in the Description field. Additionally, you can upload a PDF or word document with your job description if you wish.

The screenshot shows two input fields. The first is 'Application Deadline' with a calendar icon on the right. The second is 'Description *', which contains a rich text editor toolbar with options for File, Edit, View, Insert, and Format. The toolbar includes icons for undo, redo, bold, italic, underline, text alignment, list creation, and link insertion. Below the toolbar is a large text area for the description. At the bottom right of the description area, it says 'Powered by Tiny' and '0/10000'. Below the description field is an 'Upload Attachment' button and a note: 'Select a file. Maximum file size: 5MB. Permitted file types: PDF, JPG, PNG, WORD'.

STEP FOUR: CHOOSE HOW TO RECEIVE APPLICATIONS

There are three options on how to accept applications, please choose which will work best for your company.

Quick Apply:

Allows for applicants to apply directly on the NRCA Job Board, and you will be notified via email when someone has applied. You can then review their application directly in the NRCA Job Board so everything is managed all in one place.

Send Applicants to Another Website:

By using this option, you can redirect applicants to a different website to apply such as a company website. No management is required directly in the NRCA Job Board.

Manage Manually Through Text Instructions:

This option allows you to type instructions to the applicant. For example, if you wanted them to send their application to a specific email or to apply in person.

After selecting how you would like to receive applications, click the grey **“Next: Job Duration”** button.

How do you want to receive applications? *

QUICK APPLY

Why use the Quick Apply?

- It's free to use!
- Maximize the number of applications you receive with a simple and consistent application process
- Receive an email notification when you have a new applicant
- View and manage all applications in one place
- Auto-notify applicants of their acceptance or rejection

Require applicants to upload a cover letter?

Send applicants to another website

Manage manually though text instructions

Cancel Post

NEXT: JOB DURATION

PREVIEW YOUR JOB:

At any point through your job posting process, you can use the **“Preview Job Post”** button along the right side of the page to review what your job posting will look like when posted.

Preview Job Post

Preview your post.

PREVIEW

Preview Posting CLOSE

Posted: Mar 19, 2021 SHARE QUICK APPLY

NRCA Safety Coordinator
 NRCA - Prince George, BC
 Full-time
 Salary: \$45,000.00 - \$55,000.00 Annually
 Application Deadline: Mar 22, 2021
 Safety/Security & Legal

We are looking for an experienced and responsible Safety Officer to join our team. As a Safety Officer, you will be responsible for facilitating compliance with occupational health and safety (OSH) guidelines. Your main goal will be to always ensure safe working environment and prevent any injuries and accidents.

Duties & Responsibilities:

- Plan and implement OHS policies and programs
- Advise and lead employees on various safety-related topics
- Prepare educational seminars and webinars on a regular basis
- Review existing policies and procedures
- Adhere to all the rules and regulations
- Work with HR to set up a new employee on-boarding process for safety
- Conduct risk assessment
- Enforce preventative measures
- Identify process bottlenecks and offer timely solutions
- Check if all the employees are acting in adherence with rules and regulations
- Prepare and present reports on accidents and violations and determine causes
- Oversee workplace repair, installations and any other work that could harm employees'

STEP FIVE: JOB DURATION

After you have entered your job position information, you’re going to need to decide how long you want your job posting to be on the NRCA Job Board for.

<input checked="" type="radio"/> 30 Day Listing	\$175.00
<input type="radio"/> 60 Day Listing	\$200.00
<input type="radio"/> 90 Day Listing	\$250.00

A Featured listing is automatically brought to the top of the NRCA Job Board and highlighted, giving your posting better exposure!

<input type="radio"/> Add	FEATURED +\$300.00
Why upgrade to a Featured Listing? Your job posting will be: <ul style="list-style-type: none"> ✓ Promoted at the top of the board ✓ Highlighted Post ✓ Published to the Google Jobs Network 	

Once you have selected your duration, click on the **“Next: Payment Details”** button.

\$175.00

STEP SIX: PAYMENT DETAILS

The final step in posting your job is entering your payment details. There is also an option to the right of the screen to add a discount code if you have one. If you do have a discount code, be sure to enter it before you submit your payment.

Once you have entered your payment details, click the **“Submit Payment”** button, and your job posting will be live!

Order Summary

30 Day Listing	\$175.00
<hr/>	
Discount Code (Limit 1)	
<input type="button" value="APPLY DISCOUNT CODE"/>	
<hr/>	
TOTAL:	\$175.00

Congratulations , your job posting is now live!

Feel free to contact us at office@nrca.ca or 250-563-1744 if you have any questions or concerns about your posting.