# Posting a Job Online with WorkBC Horton Ventures Inc.

To post jobs onto our online job board, please follow the steps below. Once posted, jobs will also be printed and placed onto our physical job boards at your local WorkBC Employment Services Centre.

**STEP 1 - Submit a Job Posting**

1. Proceed to [www.hortonventures.com](http://www.hortonventures.com).
2. At the top of the webpage, hover over the *For Employers* tab.
3. Then select [*Advertise a Job*](http://hortonventures.com/post-a-job/).
4. Fill out the application.
	1. The *Description* box is where you will type in most of your posting. NOTE: How the applicants should apply is required.
	2. Other recommended job posting information ideas may include the following.
		1. Job Description
		2. What qualifications are you looking for?
5. This may include driver’s license, driver’s abstract, certificates, education, experience or skills needed for the job.
6. How many positions you are looking to fill, P/T, F/T, casual or temporary and the hours of work.
7. The hourly start wages, expected start date and the closing date for the applications.
8. Click on *Preview* when done.
9. Submit your posting for review.

Now your job posting has been submitted for review by the Horton Ventures Inc. team. We will review and post your job as quickly as possible. Please contact us at 1-866-392-3189 or [*here*](http://hortonventures.com/contact-us/), for help.

**Step 2 – Create Your Account**

1. After submitting a job posting, check your email for a message from WordPress.com.
2. Proceed to the link provided, which will direct you to a webpage asking for a password.
3. Set your password.
4. You have created your account.

**Once You Have an Account** You can sign in from the [*For Employers*](http://hortonventures.com/post-a-job/) section of our website. NOTE: You can use your email as your username. You now can change the status of your job postings. To post a new job simply follow Step 1 - Submit a Job Posting again. To edit, repost, delete or mark a posting as *Position Filled* simply hover over the For Employers section on our webpage, and click on [*Job Dashboard*](http://hortonventures.com/job-dashboard/). Please follow the hyperlinks and save changes, at the bottom left hand corner of your posting. Thank you for using our website. We hope this will assist you to find quality candidates, successfully matching your needs.