# 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.

**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 everything you would like in your posting. NOTE: Instructions on how the applicants should apply is required at a minimum.
	2. Fill out every box with an \* next to it.
5. Click on *Preview* when done.
6. 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.

Job submissions are defaulted to allow you to post as a guest. If you would like greater control of your posts, simply create a free account and be sure to be signed in when creating a job submission.

**Create Your Account**

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. Click "Sign In"
5. Below the Sign in box, click on "Register"
6. Create a username and input your email address
7. You should now receive an email confirmation
8. Proceed to the link provided, which will direct you to a webpage asking for a password.
9. Set your password.
10. 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 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. To post a new job simply follow "Submit a Job Posting" and be sure to be signed in. Thank you for using our website. We hope this will assist you to find quality candidates, successfully matching your needs.