

Job Posting Instructions

Please note: These instructions were last updated **Monday, October 12, 2015**.

Thank you for using the **APICS Southwest Michigan Chapter** On-line Job Posting Service. This service reduces the time it takes to get your job opening in front of *thousands* of candidates a month. The Job Posting page is the most popular page on the **APICS Southwest Michigan Chapter** web site.

All Job Postings **MUST** be approved and activated by the APICS Southwest Michigan VP of Technology or Director of Technology before they will become active. Please note that this can take up to 48 hours for this approval to occur.

Instructions

If you do not already have one, you will need a user profile and password on the **APICS Southwest Michigan Chapter** website. You can request a user profile by sending the following information to job_board@apicsswmi.com.

Contact Name
Contact Company
Contact Company Address
Contact Email Address
Contact Phone Number

Once you have a user profile, go to the main page of the APICS Southwest Michigan Chapter website and click on Job Board in the top tabs. Once you have read the Employment Opportunities and Disclaimer, click on Submit an Ad.

You must sign into the APICS Southwest Michigan Chapter website as either a member or guest. If you do not have an active APCIS membership number, please sign in as a guest. Once you are signed into the website, you will receive the Classified Ad Posting Form.

Type: In the drop down list, select Job Listing.

Title: Add the Job Title you are entering.

Company: Add your Company Name

Copy: Enter the specific information regarding the position.

Here are some recommendations for Preparing Text for Posting

Note: For best results, we recommend you first create this information in a Word document, then cut and paste each part into the appropriate text box. We recommend that you **DO NOT** copy bullets from Word into the text. If you want to use bullets, use the bullet feature in the text editor.

We also encourage you to use the phrase "APICS certification a plus" when outlining your job requirements.

The text editor used on our website resembles WORD and you should be able to **BOLD** and change Fonts and Text Sizes easily. These features generally copy very well from WORD so you most likely will not need to make any changes with the text editor.

Try it!

Once you are satisfied with your entry, you must enter the text displayed at the bottom of the screen and click on Submit Ad. You can also click on Quit and cancel the request.

Please Understand: Once you finally submit your job postings, you will be unable to make corrections. The APICS Southwest Michigan VP of Technology or Director of Technology will review your submission and make any necessary formatting corrections prior to approving the submission for publication to the web site. If you find that you need to make a change, please send the change to job_board@apicsswmi.com.

If you are ready to post your job, [click here](#).

If you have problems using this job request capability, contact job_board@apicsswmi.com.