

JOBPAL.lk

රැකියා පල කිරීම සඳහා

සේවා යෝජකයන් සහ රැකියා Agency වෙත
උපදෙස්

Jobpal.lk

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Chamara: (+94) 76 4224402

Hotline: (+94) 117 574800

info@jobpal.lk or jobpal.lk@gmail.com

රැකියා දැන්වීම් පල කිරීමේ පියවර

පියවර -1 - Jobpal.lk වෙබ් අඩවියට පිවිස ඉහළ දකුණු පස “Sign up” ලින්ක් එක ක්ලික් කරන්න

පියවර -2 - නව සේවා යෝජක ගිණුමක් සඳහා ලියාපදිංචි වන්න

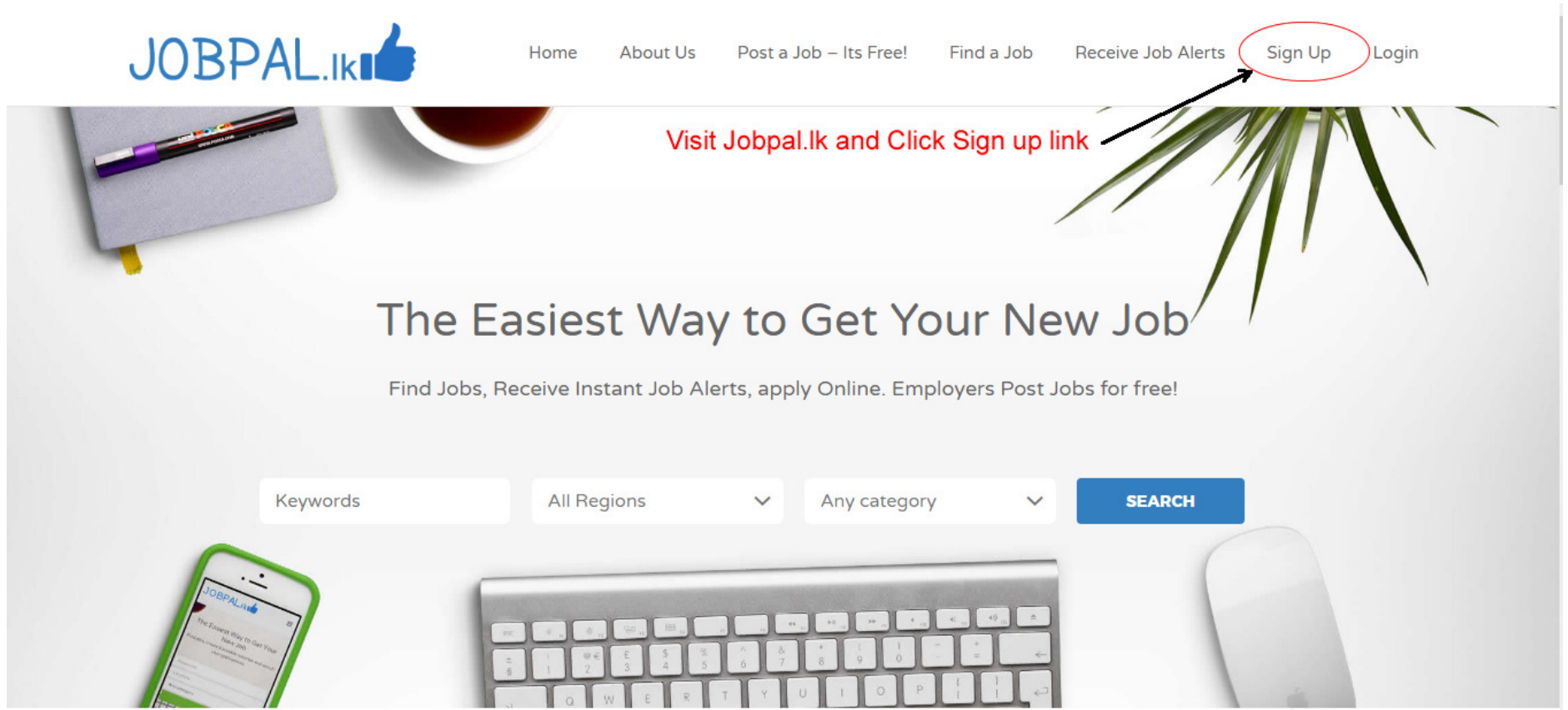
පියවර -3 - රැකියා පුරප්පාඩු දත්ත ඇතුළත් කරන්න

පියවර -4 - ඉදිරිපත් කිරීමට පෙර පෙරදසුන් (Preview) කරන්න

පියවර -5 - අවසාන තහවුරු කිරීම ලබා ගන්න

පියවර -6 - “My Account” යටතේ “Manage Jobs“ භරහා රැකියා කළමනාකරණය කරන්න

පියවර -1 - Jobpal.lk වෙබ් අඩවියට පිවිස ඉහළ දකුණු පස “Sign up” ලින්ක් එක ක්ලික් කරන්න



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පියවර -2 - නව සේවා යෝජක ගිණුමක් සඳහා ලියාපදිංචි වන්න



Register

EMAIL ADDRESS *
 ← **Enter your email address**

PASSWORD *
 ← **Select a password**

CONFIRM PASSWORD *
 ← **Retype the password**
Choose a Strong Password

REGISTER ← **Click Register button**

පියවර -3 - රැකියා පුරප්පාඩු දත්ත ඇතුළත් කරන්න



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YOUR ACCOUNT

You are currently signed in as **careers**.

[SIGN OUT](#)

JOB TITLE

Marketing Executive

← Enter the Title for the Job

APPLICATION EMAIL/URL

careers@mycompany.lk

← Enter email ID you wish to receive CVs

LOCATION

Union place colo

← Type the job location. It will suggest you locations.
Select the suitable location from the list.

- 📍 **Union Place** Colombo, Sri Lanka
- 📍 **Union Place** Colorado Springs, CO, United States
- 📍 **South Union Place** Lakewood, Colo, United States
- 📍 **Union Street** Golden, Colo, United States

පියවර -3 Cont..- රැකියා පුරප්පාඩු දත්ත ඇතුළත් කරන්න



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JOB REGION (OPTIONAL)

Colombo



Enter a Job Region (Optional)



JOB TYPE

full-time



Select the Job type from the drop down list



MONTHLY SALARY (RS) (OPTIONAL)

25,000 – 50,000



Select the salary range from the drop down list (Optional)

JOB CATEGORY

A



Select job categories. You can assign multiple categories per Job.

Accounting/Finance/Auditing

Agriculture/Dairy/Fisheries

Apparel/Garment/Clothing

Architecture/Interior/Design

Automotive/Aviation

Banking/Finance

පියවර -3 Cont..- රැකියා පුරප්පාඩු දත්ත ඇතුළත් කරන්න



JOB ADVERTISEMENT IMAGE (OPTIONAL)



[REMOVE]

CHOOSE IMAGE

Used for the Job Spotlight display

Enter Detailed advertisement of the Job.
You have 2 options.
You can enter an advertisement image, Job description or both Image and Description.

Option-1: Enter Job Advertisement Banner

Option-2: Enter Job Advertisement Details

DESCRIPTION (OPTIONAL)



We are looking for young, energetic self-motivated individuals to fill in the above position. We are considering school leavers too.

Position Requirements

– Experience of editing previous wedding events is a must. – Strong knowledge of Adobe Premiere Pro is a must. – Knowledge/Experience of Adobe After Effects will be a plus. – Knowledge of Adobe Photoshop. – Maintaining high standards across all projects and delivery within a given timescale.

පියවර -3 Cont..- රැකියා පුරප්පාඩු දත්ත ඇතුළත් කරන්න



Company Details

COMPANY NAME

My Company PLC

← Enter your company name

COMPANY DESCRIPTION (OPTIONAL)

B I [List Icons] [Link Icon] [Image Icon] [Undo] [Redo]

Enter company details here...

← Enter your company description (optional)

p

WEBSITE (OPTIONAL)

mycompany.com

← Enter company web site (optional)

LOGO (OPTIONAL)

CHOOSE IMAGE

← Upload company logo

Maximum file size: 2 MB.

පියවර -3 Cont..- රැකියා පුරප්පාඩු දත්ත ඇතුළත් කරන්න



COMPANY DESCRIPTION (OPTIONAL)

B I [List Icons] [Link Icon] [Image Icon] [Undo Icon] [Redo Icon]

Enter company details here...

p

WEBSITE (OPTIONAL)

mycompany.com

LOGO (OPTIONAL)

CHOOSE IMAGE

Maximum file size: 2 MB.

PREVIEW

← **Finally Click Preview button to preview the advertisement**

පියවර -4 - ඉදිරිපත් කිරීමට පෙර පෙරදසුන් (Preview) කරන්න



You can preview the ad and if any changes needed click “Edit Listing” to make changes

EDIT LISTING

SUBMIT LISTING

If everything is ok you can submit the ad by clicking “Submit Listing” button
Preview

Marketing Executive

FULL-TIME

Colombo

Posted 35 mins ago

Salary: 25,000 to 50,000

My Company PLC

Overview

About My Company PLC

පියවර -5 - අවසාන තහවුරු කිරීම ලබා ගන්න



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Job Posted

You will receive “Job Posted” confirmation.

If you wish to submit another job click “post a new Job” button.

Job submitted successfully. Your listing will be visible once approved.

[POST A NEW JOB](#)

OR

[MANAGE YOUR JOBS](#)

You can view your jobs, Edit, Delete jobs by visiting “Manage your jobs” link

පියවර -6 - “My Account” යටතේ “Manage Jobs“ භරහා පලවූ රැකියා කළමනාකරණය කර ගත හැකි



Manage Jobs

You can view your ads, Edit, Duplicate, Delete from “Manage Jobs” page under “My Account”

Your listings are shown in the table below.

TITLE	FILLED?	DATE POSTED	LISTING EXPIRES
Marketing Executive	-	21/06/2017	21/07/2017
Edit Mark filled Duplicate Delete			