

E-Recruiting User Manual

Jobs Search

Logon

[Register here](#)

User *

Password *

Accessibility

Log On

[Change Password](#) [Password Forgotten](#)

- Insert [User](#) name
- Insert [Password](#)
- Click on [Log On](#) button

Candidate Profile **Employment Opportunities**

Job Search | Application via Reference Code | Favorites | My Applications | Job Agents

Job Search

Are you looking for an interesting new job?
We are constantly looking for talented and motivated new employees who can contribute to the success of our company. Take a look at our employment opportunities!
You can restrict the search result by specifying search criteria

[Notes on Search](#)

[Start](#) [Reset](#) [Save Search Query](#) [Delete Search Query](#) [Save as Job Agent](#)

You can save your search criteria for later reuse

Search Query:

Full Text Search
Keywords:

Search Method:

Search Criteria for Employment Opportunities

Functional Area:

- Accounting / Financials
- Commis / Baker / Diet Cook
- Consulting
- Customer Service
- Engineering / Technical

Country:

- Egypt
- Saudi Arabia
- USA

Contract Type:

- Contractor
- Permanent
- Temporary
- Trainee

Hierarchy Level:

- Entry Level (Less than 2 Years Work Experience)
- Management / Project Lead
- Professional Level (More than 2 Years Work Experience)
- Senior Level (More than 5 Years Work Experience)
- Senior Management

Jobs Search

- Choose [Employment Opportunities](#) tab
- In Job Opportunities, you can search for a specific job by:
 - ❖ Functional area
 - ❖ country
 - ❖ Contract type
 - ❖ Hierarchy level
- You can search for all available jobs by clicking directly on [Start](#) button without specifying any other options

Jobs Search

- A list of available jobs will appear
- Click on the name of a job to see an overview about it with the requirements
- If you want to apply for a job, mark it then click on [Apply](#) button

Candidate Profile | **Employment Opportunities**

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Job Search

Are you looking for an interesting new job?
Here you can submit an application directly for an employment opportunity. Choose "Apply" to start the application wizard.
Choose "Create Favorite" to add the job posting to your list of favorites
You can also change your entry and restart the search

[Return to Search](#)

Search Criteria

The search was not restricted

Search Result: 2 Hits

Job Posting	Functional Area	Country	Employment Start Date	Published	Favorite	Application from
محاسبة الإمدادات	Accounting / Financials	Saudi Arabia	19.09.2012	20.06.2012	<input type="checkbox"/>	04.07.2012
Technical Instructor	Human Resources / Education and Training	Saudi Arabia	18.08.2012	17.06.2012	<input type="checkbox"/>	

[Apply](#) [Add Favorite](#) [Save Search Query](#) [Tell a Friend](#)

[Return to Search](#)

Application Wizard Display Job Posting "ADMIN_SUPPT_AGENT"

1 Personal Data 2 More Personal Data 3 Dependent Details 4 Education/Training 5 Work Experience 6 Preferences 7 Attachments 8 Qualifications 9 Questionnaire 10 Cover Letter 11 Send Application 12 Completed

← Previous step **More Personal Data** ▶

What is your personal data and how can we contact you?

Form of Address: Second Name:

First Name: Last Name: *

Third Name: Religion:

Gender: Date of Birth: Marital Status:

Permanent Residence

Street/House Number:

Street/House Number 2:

Country: Region:

City: Postal Code:

Current Residence

Street/House Number:

Street/House Number 2:

Country: Region:

City: Postal Code:

Which address would you prefer us to use to contact you?

Preferred Address:

Communication Data

E-Mail: *

Private Number e.g. +966-2-1234567: Business Number e.g. +966-2-1234567:

Mobile Number e.g. +966-50-1234567:

Which telephone number would you prefer us to use to contact you?

Preferred Telephone Number:

← Previous step **More Personal Data** ▶ Close

Jobs Search

- The [Application Wizard](#) page will pop up
- Review your information & confirm it
- Go to [Questionnaires](#) page

Jobs Search

Application Wizard [Display Job Posting "ADMIN SUPPT AGENT"](#)

1 Personal Data 2 More Personal Data 3 Dependent Details 4 Education/Training 5 Work Experience 6 Preferences 7 Attachments 8 Qualifications 9 **Questionnaire** 10 Cover Letter 11 Send Application 12 Completed

◀ Previous step | Cover Letter ▶

Before you submit an application, answer the following questions: You can change the information in the questionnaire at any time until you submit your application

Pilot Test SMS Questioner Test questionnaire PSAA - Reasons to join? airlines-pilot self cost

[Reset](#) [Continue to Questionnaire "SMS Questioner"](#)

group b mean 130000kg

Cargo- Are willing to travel international?

Not Specified
 yes
 No

Do you smoke

Not Specified
 No
 Yes
 No

Why do wnat to work for us?

Do you have a valid iqama

Not Specified
 YES
 NO

TSV - Please List all certificates you had

[Reset](#) [Continue to Questionnaire "SMS Questioner"](#)

◀ Previous step | Cover Letter ▶ | Close

- In [Questionnaires](#) page, answer the questions
- Once done, click on [Cover Letter](#)

Jobs Search

Application Wizard [Display Job Posting "ADMIN SUPPT AGENT"](#)

1 Personal Data 2 More Personal Data 3 Dependent Details 4 Education/Training 5 Work Experience 6 Preferences 7 Attachments 8 Qualifications 9 Questionnaire 10 **Cover Letter** 11 Send Application 12 Completed

◀ Previous step Send Application ▶

Where did you find out about us?

Application Source Type:

Application Source:

Other Information:

Why are you applying for this employment opportunity?

Create a short application cover letter Here you can provide a more detailed explanation about why you are interested in the job

◀ Previous step Send Application ▶ Close

- In Cover Letter page, fill the following:
 - ❖ Application search type (from where you know about this job)
 - ❖ Other information about the source

- You can write the reason why applied for this job

- Once done, click on [Send Application](#)

Jobs Search

Application Wizard Display Job Posting "ADMIN SUPPT AGENT"

1 Personal Data 2 More Personal Data 3 Dependent Details 4 Education/Training 5 Work Experience 6 Preferences 7 Attachments 8 Qualifications 9 Questionnaire 10 Cover Letter 11 **Send Application** 12 Completed

◀ Previous step Send Application

You can now submit your application.

Thank you for applying for one of our employment opportunities. We will examine the information in your application documents and get in touch with you.

If you also want to be considered for other employment opportunities apart from this application, you must release your candidate profile. Recruiters then have access to your data - see the data privacy statement [Data Privacy Statement](#)

I would like to release my profile so that my data can be considered for other job opportunities as well.

Yes, I have read the data privacy statement and I accept it

◀ Previous step Send Application Close

Data Overview

Personal Data	
Form of Address	First name
Mr.	first
Academic Title	Last name
	last
Date of Birth	Sex
19.10.1985	Male

Communication Data

Other Addresses

No other addresses available

Telephone

No data on telephone numbers available

E-Mail

...

- In [Send Application](#), you can review the information you entered
- Release your profile by clicking on [I would like to release my profile](#) checkbox
- Click on [Send Application](#) button
- if you click [Send Application](#) button without releasing your profile, the recruiter won't be able to view your data or assign you to other job programs, then you'll have to search & apply to other jobs by yourself

Jobs Search

Application Wizard [Display Job Posting "ADMIN SUPPT AGENT"](#)

1 Personal Data 2 More Personal Data 3 Dependent Details 4 Education/Training 5 Work Experience 6 Preferences 7 Attachments 8 Qualifications 9 Questionnaire 10 Cover Letter 11 Send Application 12 **Completed**

Your application was sent

You can now close the window.

1. In **Completed** page a message will appear confirming your apply to the job