

A Step-by Step Guide on Job Posting

Welcome to Kabel

A Tinder-like job matching platform that helps student-employers hire student talents efficiently.



Guide Outline

This is a guide

👉 To **start posting jobs on 13 November 2023 only!**

👉 To help you post jobs on **web** or **mobile app**

Posting Jobs On Web

Go to <https://corporate.kabel.my>

👉 Job Post Page – Create New Job Post

The screenshot displays the KABEL Job Post Page. On the left is a dark blue sidebar with the KABEL logo and navigation options: Kabel Web, Job Posts (highlighted with a left arrow), Workspace, Chats, Analytics, and Dashboard. At the bottom of the sidebar is a 'Log Out' button. The main content area has a light green background. At the top, there is a dropdown menu for 'XYZ Sdn Bhd' and a date range selector for 'Nov 01 - Nov 07, 2023'. Below this is the 'Job Posts' section with a magnifying glass icon and two tabs: 'Job List' and 'Performance Metrics'. A search bar with a magnifying glass icon and the text 'Search' is present. Below the search bar are two buttons: 'My Job Posts' and 'Workspace' (which is selected with a checkmark). A 'Create New Job' button is located on the left side of the main content area. The central part of the page features a 3D illustration of a desert landscape with a cactus, a globe, and a sun. Below the illustration, the text 'No results.' is displayed.

👉 Create New Job – Edit Job Page and Click Generate

The screenshot displays the KABEL Job Posts management interface. On the left is a dark blue sidebar with the KABEL logo and navigation options: **Kabel Web** (Job Posts, Workspace, Chats) and **Analytics** (Dashboard), along with a **Log Out** button at the bottom. The main content area is light green and shows the user 'XYZ Sdn Bhd' and a date range 'Nov 01 - Nov 07, 2023'. Below this is the 'Job Posts' section with tabs for 'Job List' and 'Performance Metrics'. The 'Create job' form is active, featuring a vertical menu with options: 'Get Started' (selected), 'Basic', 'Advanced', and 'Fitness'. The 'Job Title' field contains the text 'Marketing Intern', and a 'Generate' button with an upward arrow is positioned to the right of the input field.

👉 Step 1: Create Jobs – AI Generate Job Descriptions Based on Position

The screenshot displays the KABEL Job Posts creation interface. On the left is a blue sidebar with the KABEL logo and navigation options: 'Kabel Web' (Job Posts, Workspace, Chats), 'Analytics' (Dashboard), and 'Log Out'. The main content area is titled 'Job Posts' and shows 'XYZ Sdn Bhd' as the company and 'Nov 01 - Nov 07, 2023' as the date range. The 'Create job' section is active, showing a form for a 'Marketing Intern' position. The form includes fields for Company (XYZ Sdn Bhd), Target Candidates (Students, Graduates), Employment Type (Internship), Field (Marketing), Work Style (On Site, Hybrid, Remote), and Interpersonal Skills (Communication, Creativity, Critical Thinking, Problem Solving, Teamwork). A 'Suggested Skills' section lists various skills like Time Management, Writing, Analytical Skills, Data Analysis, Decision Making, Presentation Skills, Research Skills, Strategic Planning, Customer Service, Interpersonal Skills, Marketing, Sales, Social Media, and Web Design.

Please edit if necessary

👉 Create Edit Page - Click Next After Finish Editing

KABEL

XYZ Sdn Bhd

Nov 01 - Nov 07, 2023

Job Posts

Job List Performance Metrics

Suggested Skills

- Email Marketing
- Search Engine Optimization
- Pay-Per-Click Marketing
- Web Analytics
- Customer Relationship Management
- Data Analysis
- Presentation Software
- Branding
- Public Relations
- Event Planning
- Sales
- Negotiation
- Presentation
- Writing
- Research

Optional

Required Language

English ✕ Add a language +

Special Benefits

Add a benefit +

External Link

e.g. <https://www.yoursite.com>

Next >

👉 Step 2: Job Requirements & Description Page

KABEL

XYZ Sdn Bhd

Nov 01 - Nov 07, 2023

Job Posts

Job List Performance Metrics

< Create job

Advanced

To-do List

What is the major objective or biggest challenge of the job?

Select a suggestion or set your own answer.

Suggestions

The major objective of this Marketing Intern position is to assist with the development and execution of marketing campaigns. This will involve working with a variety of stakeholders, including the marketing team, sales team, and product team. The biggest challenge of this role will be to stay up-to-date on the latest marketing trends and technologies.

The major objective of the job is to assist the marketing team with various tasks, such as creating social media content, writing blog posts, and managing email campaigns. The biggest challenge of the job is to stay up-to-date on the latest marketing trends and technologies.

As a Marketing Intern at XYZ Sdn Bhd, you will be responsible for developing and executing marketing campaigns, managing social media accounts, and creating content. The major objective of the job is to increase brand awareness and generate leads. The biggest challenge of the job will be staying on top of the latest marketing trends and developing creative campaigns that will resonate with your target audience.

Next >

Please edit if necessary

👉 Click on any AI Generated Suggestions and Click Next

The screenshot displays the KABEL web application interface. On the left is a dark blue sidebar with the KABEL logo and navigation options: Job Posts, Workspace, Chats, and Dashboard. The main content area shows the 'Job Posts' section for 'XYZ Sdn Bhd' with a date range of 'Nov 01 - Nov 07, 2023'. A question is posed: 'What does the person need to do to be successful?'. Below this, three AI-generated suggestions are listed. The first suggestion is highlighted in a blue box, and a blue arrow points to it from the left. A 'Next >' button is located at the bottom right of the suggestions area.

KABEL

XYZ Sdn Bhd

Nov 01 - Nov 07, 2023

Job Posts

Job List Performance Metrics

What does the person need to do to be successful?

To be successful as a Marketing Intern at XYZ Sdn Bhd, you will need to have strong communication, creativity, critical thinking, problem solving and teamwork skills. You will also need to be proficient in Microsoft Office, Google Suite, Adobe Creative Suite, social media marketing and content marketing.

Suggestions

To be successful as a Marketing Intern at XYZ Sdn Bhd, you will need to have strong communication, creativity, critical thinking, problem solving and teamwork skills. You will also need to be proficient in Microsoft Office, Google Suite, Adobe Creative Suite, social media marketing and content marketing.

To be successful in this internship, you will need to have strong communication, creativity, critical thinking, problem solving, and teamwork skills. You will also need to be proficient in Microsoft Office, Google Suite, Adobe Creative Suite, social media marketing, and content marketing.

To be successful in this Marketing Internship at XYZ Sdn Bhd, you will need to have strong communication, creativity, critical thinking, problem solving, teamwork, and technical skills in Microsoft Office, Google Suite, Adobe Creative Suite, social media marketing, and content marketing.

Next >

👉 Click Refresh Suggestions For More Suggestions

The screenshot displays the KABEL web application interface. On the left is a dark blue sidebar with the KABEL logo and navigation options: 'Kabel Web' (Job Posts, Workspace, Chats), 'Analytics' (Dashboard), and 'Log Out'. The main content area is for 'Job Posts' for 'XYZ Sdn Bhd' from 'Nov 01 - Nov 07, 2023'. It shows a 'Job List' tab and a 'Performance Metrics' tab. A search bar contains the text 'marketing.'. Below the search bar is a blue button with a right-pointing arrow and a 'Refresh Suggestions' button with a circular refresh icon. The main content area contains a question: 'What major milestone needs to be achieved within the next 3 months?'. Below the question is a text box with the answer: 'The major milestone that needs to be achieved within the next 3 months is to develop a social media marketing campaign that will increase brand awareness and generate leads for XYZ Sdn Bhd. This will be accomplished by creating engaging content, using social media analytics to track the campaign's performance, and collaborating with other team members to ensure that the campaign is successful.' Below this is a 'Suggestions' section with a blue box containing the same text as the answer above. At the bottom right of the suggestions section is a blue button with the text 'Next >'. The KABEL logo is also visible in the bottom right corner of the overall image.

👉 Step 3: Job Filters – Edit Job Salaries, Distance and Education

The screenshot displays the 'Create job' interface in the KABEL system. The left sidebar contains navigation options: 'Kabel Web' (Job Posts, Workspace, Chats) and 'Analytics' (Dashboard), along with a 'Log Out' button. The main content area shows the 'Job Posts' section with tabs for 'Job List' and 'Performance Metrics'. The 'Create job' process is indicated by a vertical sequence of four steps, with the 'Filters' step currently active and highlighted. The 'Advanced Filters' section includes: 'Currency' (MYR (RM)), 'Salary (min)' (RM 800), 'Salary (max)' (RM 800), 'Start Date' (Dec 2022), and 'Maximum Distance' (set to 'Anywhere in the world' on a slider). The 'Optional Filters' section includes 'Minimum Education' (dropdown) and 'Minimum CGPA' (input field). A 'Next >' button is located at the bottom right of the filter panel.

👉 Job Creation Complete. Click View Candidates to Browse

The screenshot displays the KABEL Job Posts interface. On the left is a dark blue sidebar with the KABEL logo and navigation options: Kabel Web (Job Posts, Workspace, Chats), Analytics (Dashboard), and Log Out. The main content area shows the user 'XYZ Sdn Bhd' and a date range 'Nov 01 - Nov 07, 2023'. Under the 'Job Posts' section, there are tabs for 'Job List' and 'Performance Metrics', and a 'Create New Job' button. A search bar and filter tabs for 'My Job Posts' and 'Workspace' are also present. A job listing for 'Marketing Intern' is shown, with details: Type: Internship, Date Posted: Nov 7, 2023, Created By: Anchalee Ong, and Salary: RM800 - RM800. A red box highlights the job card, and a blue button at the bottom of the card says 'View Candidates (0)'. A vertical red label 'Internship' is on the left side of the job card.

Posting Jobs On Mobile App



<https://apps.apple.com/my/app/kabel/id1530899808>

Apple Store

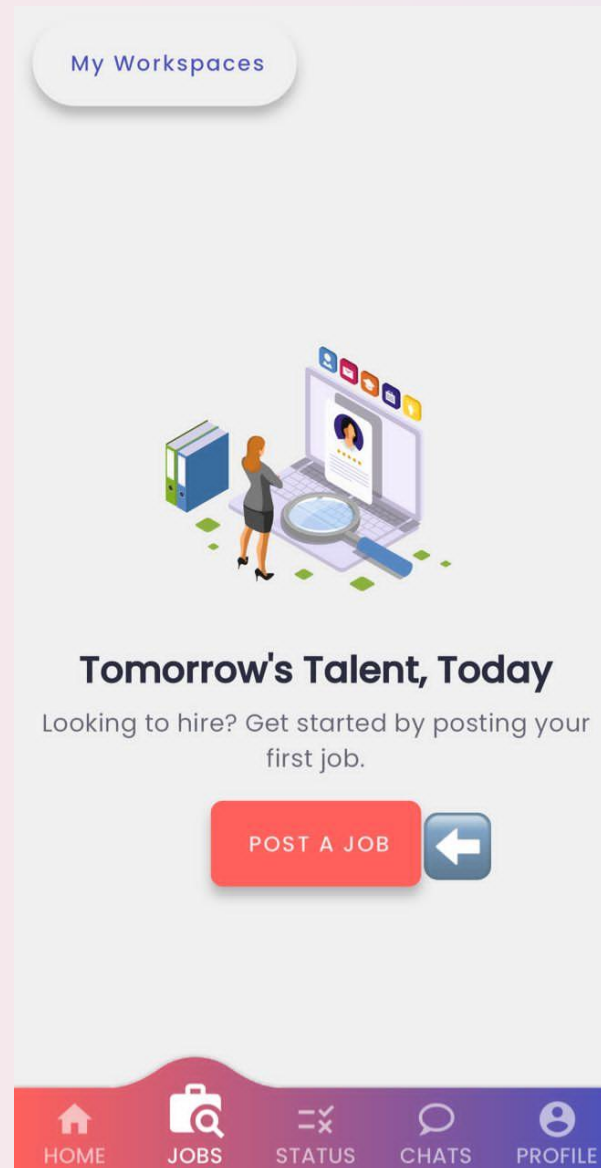


<https://play.google.com/store/apps/details?id=my.kabel>

Google Play Store

Scan & Download

👉 Go To Jobs and Click Job Post



👉 Enter The Job Title and Click Generate

The screenshot shows a mobile application interface for creating a job. At the top, there is a back arrow and the text 'Create job'. Below this is a progress indicator with four steps: 'Get Started' (active), 'Basic', 'Advanced', and 'Filter'. The 'Get Started' step is highlighted with a blue circle and three dots. Below the progress indicator is a light blue rounded rectangle containing the 'Job Title' section. The section title is 'Job Title', followed by the instruction 'Enter a job title to get started.' Below this is a text input field with the placeholder 'Job Title' and the text 'Software Developer'. To the right of the input field is a blue 'Generate' button. Below the 'Generate' button is a blue square button with a white upward-pointing arrow.

👉 AI Generated Suggestions – Edit if Necessary

< Create job

Progress: [Checkmark] ... [Basic] ... [Advanced] ... [Filters]

Software Developer

Company

Seraphim Sdn Bhd

Target Candidates

✓ Students ✓ Graduates

Employment Type

Full-Time

Field

Information Technology

Work Style

✓ On Site Hybrid Remote

Next >

👉 Screen Through and Click Next. Make Any Changes if Needed

Interpersonal Skills

Communication ×

Critical Thinking ×

Problem Solving × Teamwork ×

Technical Writing ×

Max 5 skills

Suggested Skills

Analytical Thinking

Time Management

Troubleshooting

Verbal Communication Writing

Technical Skills

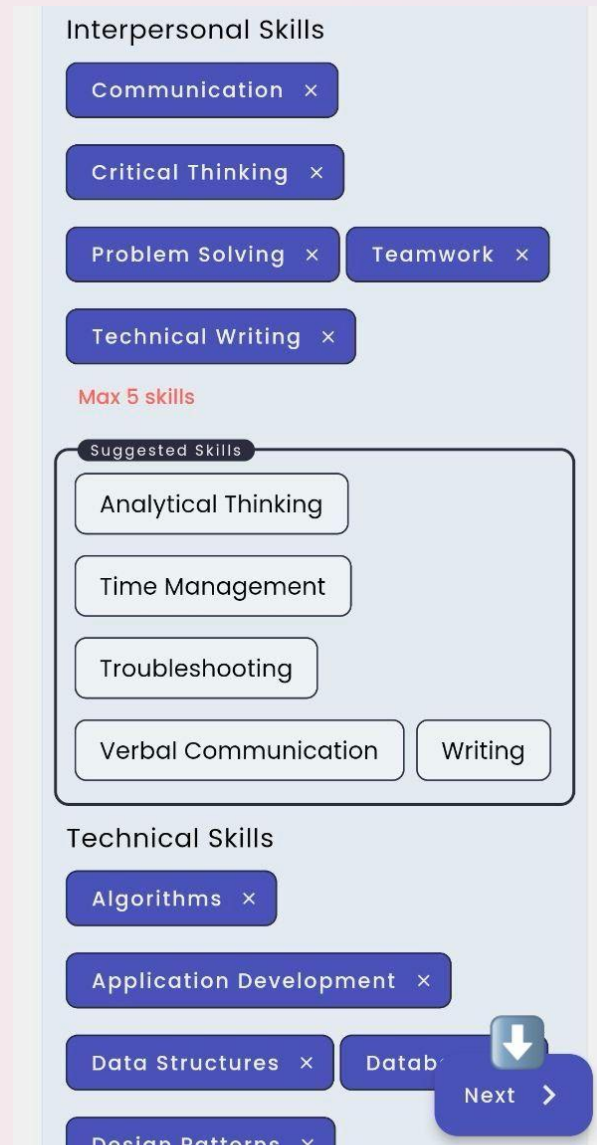
Algorithms ×

Application Development ×

Data Structures × Datab ×

Design Patterns ×

Next >



👉 AI Generated Job Description. Click on Suggestion Or Make Your Own

< Create job

✓ ✓ ⌵

Advanced Filters

To-do List

What is the major objective or biggest challenge of the job?

Select a suggestion or set your own answer.

Suggestions


The major objective of the job is to design, develop, and maintain software applications. The biggest challenge of the job is to stay up-to-date with the latest technologies and trends.


The major objective of this job is to design, develop and maintain software applications. The biggest challenge is to stay up-to-date with the latest technologies and trends in

Next >

👉 Click Refresh If Need Some Other Suggestions

The major objective of the job is to design, develop, and maintain software applications. The biggest challenge of the job is to stay up-to-date on the latest technologies and trends in the software development industry.

 Refresh Suggestions



What does the person need to do to be successful?

Select a suggestion or set your own answer.

Suggestions

To be successful in this role, you will need to have strong technical skills in algorithms, application development, data structures, databases, and design patterns. You will also need to be able to communicate effectively, think critically, solve problems, work well in teams, and write technical documentation.

Next >

👉 Edit Job Filter

Filters

Advanced Filters

Currency

MYR (RM)

Salary (min)

RM 2800

Salary (max)

RM 3000

Start Date

Nov 2023

Maximum Distance

Anywhere in the world

Next >

Optional Filters

👉 To Complete, Hit Next

MYR (RM)

Salary (min)

RM 2800

Salary (max)

RM 3000

Start Date

Nov 2023

Maximum Distance

Optional Filters

Minimum Education

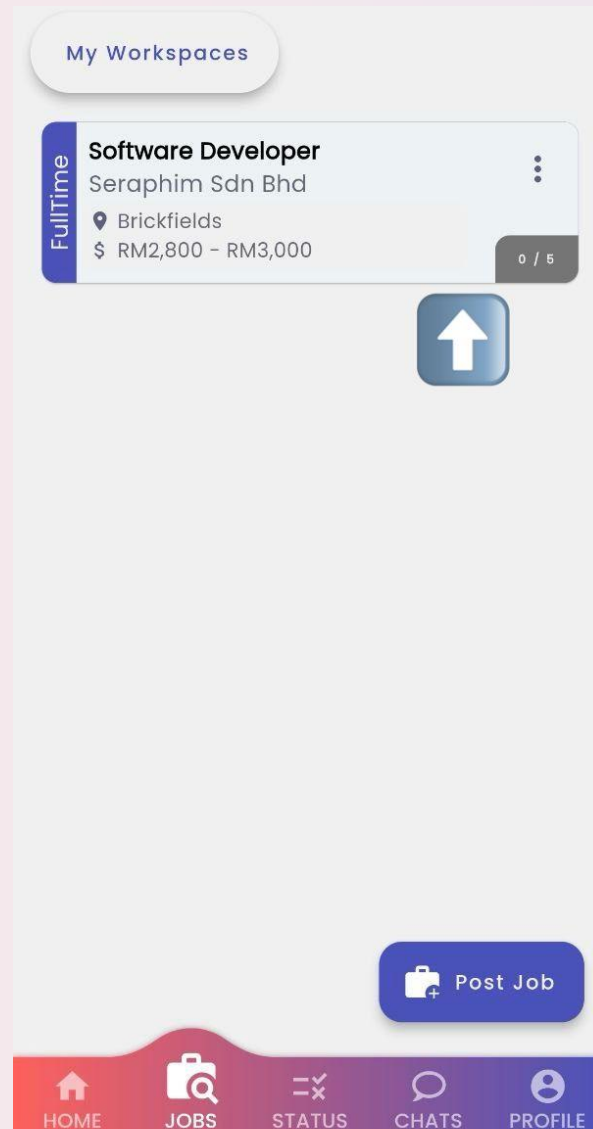
Bachelor's Degree

Minimum CGPA

2.50

Next >

👉 Job Posted. Click on Job Care and Browse Candidates



For further enquiries

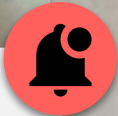


<https://wa.link/g77bnf>

Fastest Way to Match Employer & Jobseeker



It's A Match!



Thank you