



JOB OPPORTUNITIES

Job Upload Procedure

Notes for New Job Submission

The new job submission is allowed for Fellow and Corporate Member Only, and subject to the final approval from BSOMES.

BSOMES would only accept the submission for placing jobs in Operation and Maintenance or Property & Facility Management filed.

Member shall provide accurate information with details in all aspect for the submitted new job application. Company information, job tile and description, education and work experience requirement and contact information and job application method shall be provided.

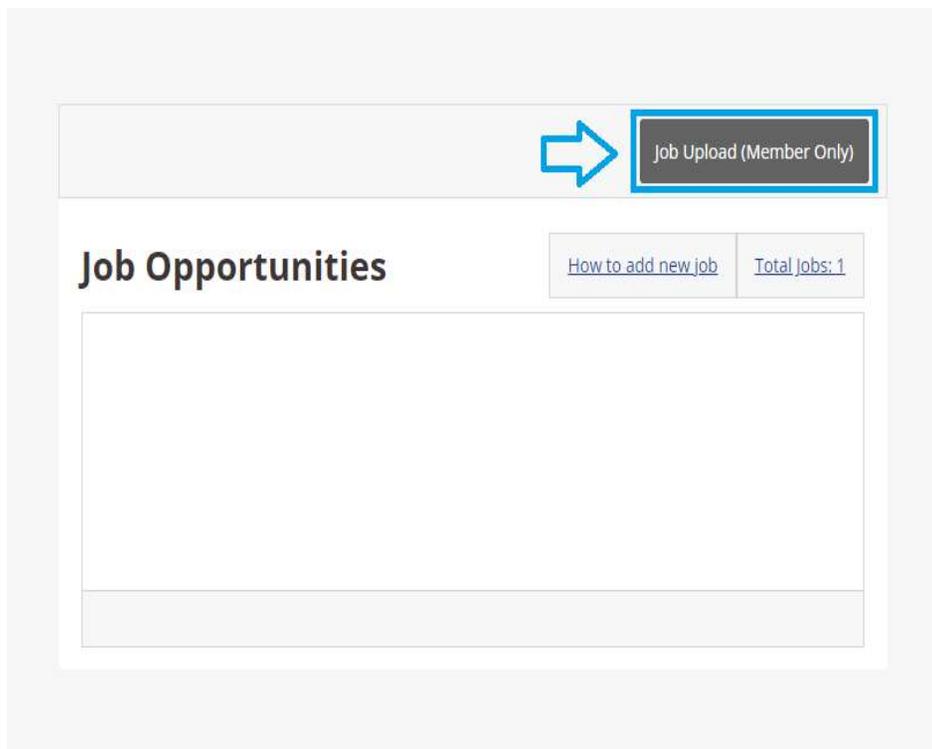
Member could upload 6 new jobs submission per month and each job will be posted on website for three months) from the post date. BSOMES shall not be held liable for any loss or damage suffered by anyone as result of any use or reliance on any of the information provided.

BSOMES reserves the right to reject, disapprove or edit any part of the submission and data as it sees appropriate and reasonably believes that such information is inaccurate, false, illegal, etc.

JOB OPPORTUNITIES

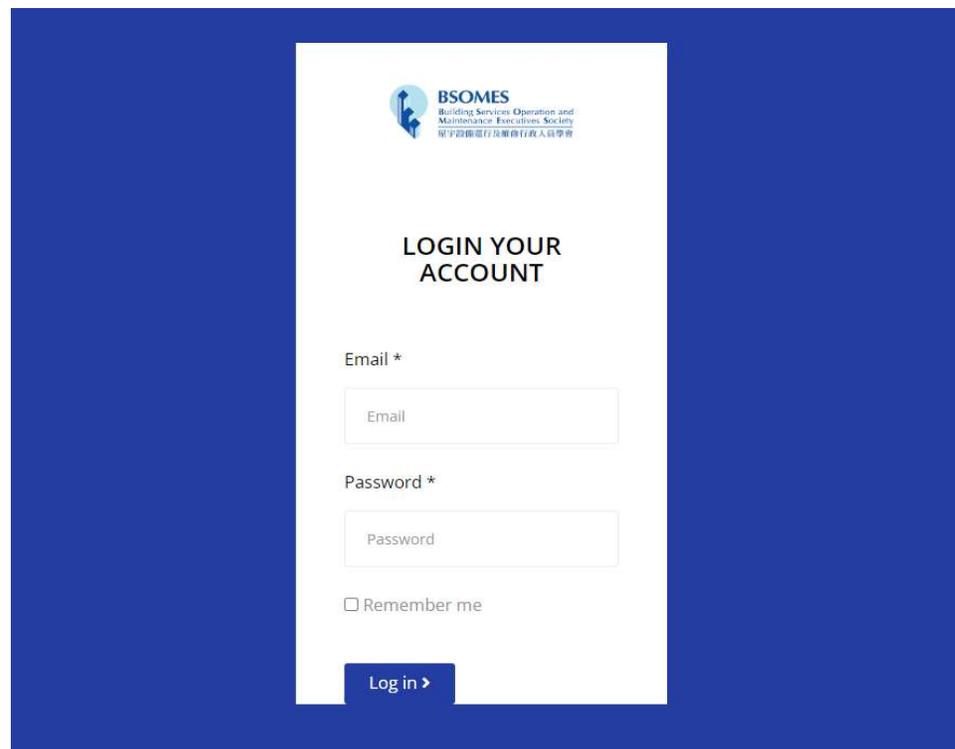
Job Upload Procedure

Step 1: Select the Job Upload



The screenshot shows the 'Job Opportunities' section of the website. At the top right, there is a button labeled 'Job Upload (Member Only)' which is highlighted with a blue rectangular border and a blue arrow pointing to it from the left. Below this, the main heading 'Job Opportunities' is displayed. To the right of the heading are two links: 'How to add new job' and 'Total Jobs: 1'. The main content area below is currently empty.

Step 2: Login Your Account



The screenshot shows the login page titled 'LOGIN YOUR ACCOUNT'. At the top left is the BSOMES logo. The page contains the following elements:

- EMAIL ***: A text input field with the placeholder text 'Email'.
- PASSWORD ***: A text input field with the placeholder text 'Password'.
- Remember me
- Log in >**: A dark blue button with white text.



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Job Upload Procedure

Step 3: Add Company

[New Job](#) [My Jobs](#) [My Companies](#) [Logout](#)

My Companies  [+ Add New Company](#)

Could not find any matching results

Step 4: Input Your Company Information

Company Information

Name *

Contact Name

Contact Phone

Contact Email

Category *

URL



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Step 4: Input Your Company Information

Since:

Description

Company Size

Address1

Address2

Logo

No file chosen

Allowed Extensions: jpg,jpeg,png
Maximum File Size (500KB)

**Accepted uploads JPG, JPEG, PNG file
with maximum file size 500kb..**

The action on “Add Company” is for providing company information during the process of creating a new job.

The fields “Company Name” and “Company Logo” are compulsory.

Please remember to “Save” the filled information.

Save Company



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Job Upload Procedure

Step 5: Add New Job

Message ×
Company has been successfully saved

[New Job](#) [My Jobs](#) [My Companies](#) [Logout](#)

My Companies

[+ Add New Company](#)

BSOMES	Created: 2022-05-05
Category: Engineering	
Edit View Delete	

20

Results 1 - 1 of 1

Job Information

Position *

Company *

Job Category *

Job Type *

Description *

Years of Experiences

Upload Description
 No file chosen

PDF File Only, Maximum Size 500kb

T&C *
 I have read and agree to the Terms and Conditions.

[Save Job](#)

Accepted uploads PDF only with maximum file size 500kb.

All of the fields are compulsory, excluding 'Year of Experiences' and 'Upload Description'



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Step 6: Waiting for Approval

Message
Job has been successfully saved

New Job My Jobs My Companies Logout

My Jobs

+ Add New Job

Full-Time New 2022-05-05

O&M Manager

Company: BSOMES Job Category : Maintenance

Waiting for approval

BSOMES's administrator will review and proceed the new job application.

If the administrator has approved the application, the job will be posted accordingly on the website.

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Job Opportunities

Login

Job Opportunities

Total Jobs: 3

Full-Time New

O&M Manager

Posted: Today



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Approval Timeline for the Application

1

- Upon receiving the application, BSOMES will review the submission and provide preliminary feedback within 14 working days.

2

- In case supplementary document is required, the applicant (Member) shall provide the necessary supplementary within 14 working days, otherwise the application will be declined.

3

- For the application with sufficient and proper documents, the post of job opportunity will be posted accordingly.