## How to post a job

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## Sign in to your member zone admin account

To find out who has access to the log in details, please contact your HR/Talent representative or a member of the AEO team.

## Click 'Add Jobs' from the panel on the left

Then click 'ADD NEW' on the top right corner. Then you can add all the job details including salary and specifications.



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## **Click the 'Submit' button**

Your job advert will then be reviewed and approved by a member of the AEO team and will be shown on the AEO jobs board. Good luck finding the right candidate!