

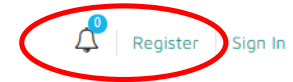
# <https://dbe.careers/job-board/>

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## Sign In / Register for an Employer Account



[Job Board](#) | [Employers](#) | [Candidates](#)




Select Job Title ▼ [Search Jobs](#)

**TOP JOBS:** [BIM Manager](#) | [BIM Coordinator](#) | [Digital Consultant](#) | [BIM Lead](#)


If registering for the first time, make sure to choose the 'Employer' account type and fill out the details. You will then receive a registration approval email.

### CREATE YOUR ACCOUNT ✕


Choose your Account Type





**Candidate**  
*I want to discover awesome companies.*





**Employer**  
*I want to attract the best talent.*


First Name \*  


Last Name \*  


Username \*  

Email \*  

Password \*  

Confirm Password \*  

Phone:  

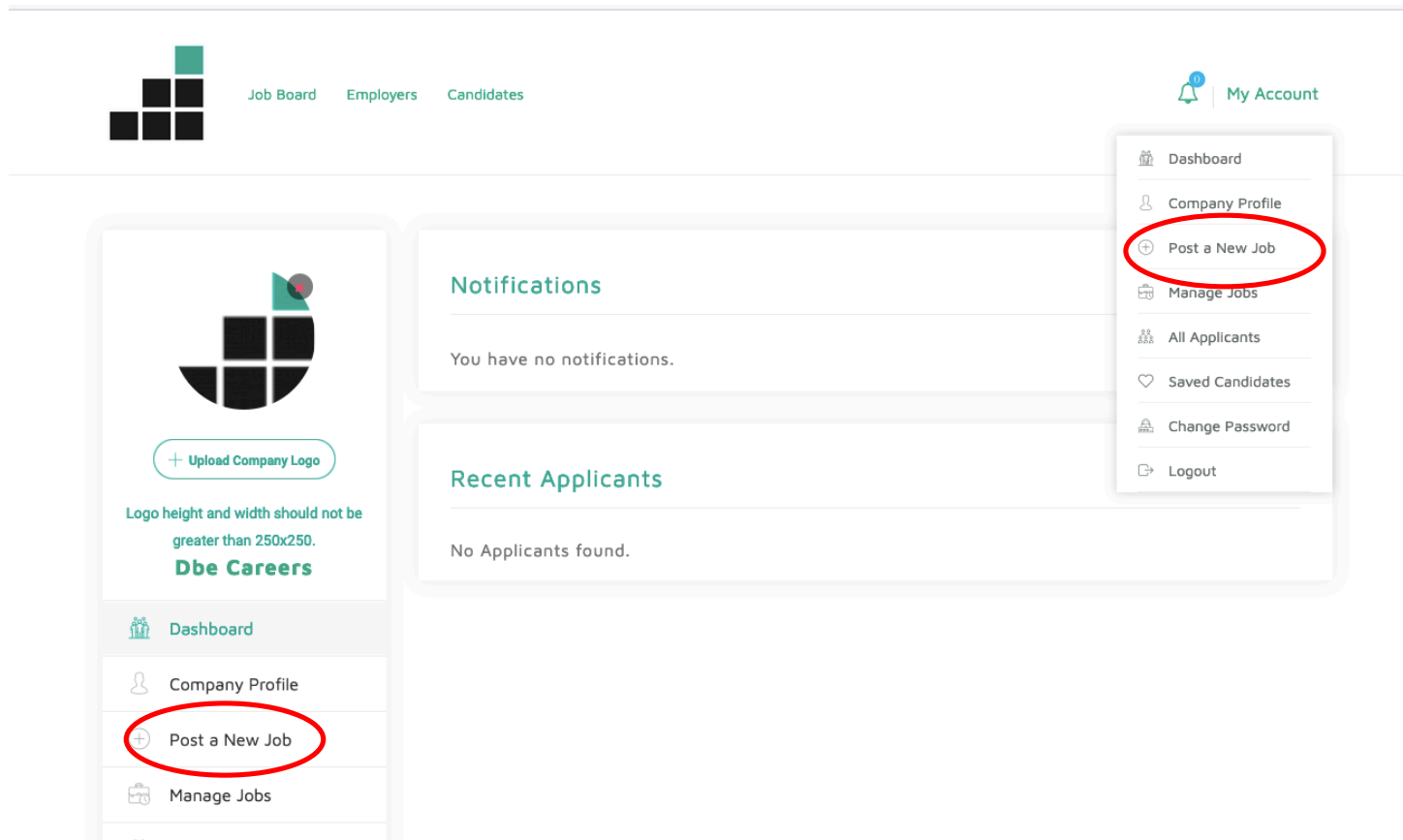
Organisation Name \*  

By ticking this checkbox, you agree to our [Terms and Conditions](#) and [Privacy Policy](#)

[Sign Up](#) [Already have an account? Login](#)

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Click 'Post a New Job'

There are two ways to do this – either via you employer dashboard, or through the 'My Account' dropdown in the top right.



3  
Fill out the Job Details...



Job Detail



Package & Payments



Confirmation

Type in this box your specific job title

Bespoke Job Title \*

Example: BIM Manager

By clicking this button, you can insert images into the job description box.

Add Media

Fill in the job description here. You can format the font, add lists and hyperlinks.

Job Description \*

Visual Text

B I L U M M M Link Unlink Undo Redo

Type in the deadline if applicable, this is optional.

Application Deadline

Job Title \*

Select Job Title

When the applicant applies for the job, choose whether it will take them to an external ATS URL, or if you prefer applications to be sent to an email

Application Route \*

Select Application Method

External URL For Applications \*

If you want to see more of this text box, you can click and drag to extend here.

Choose an equivalent standard BIM role from the dropdown to help applicants find your job more easily.

Salary

£- GBP

Min

Max

Choose the currency for the salary.

Type the minimum and maximum for the salary range.

Type in here the URL where applicants need to apply (if you choose the email address option, this box will change so you can type your email address in.)

Add questions that applicants may answer before applying for your job. Choose the question format and then click 'Add a new Question'

### Add a question to help filter applicants

Dropdown   Checkboxes   Number   Text

Textarea   Upload Field

**Add new Question**

Upload any extra files you want the applicant to be able to access (e.g. a more detailed job description)

**Upload Files**

Choose the location of your job from the drop down.

**Location \***

Australia

Agree to our T&C's and Privacy Policy and then click 'Post Job'.

By ticking this checkbox, you agree to our Terms and Conditions and Privacy Policy

**Post Job**

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### Choose your payment package

If you are a new user, you will have a month of free job posts, which starts from the moment you post your first job using the 'Free Trial Package' option. Choose your package and click 'Update Package'

Select	Title	Price	Total	Job Expiry	Package Expiry
<input type="checkbox"/>	Basic	£250	Unlimited	28 Days	90 Days
<input type="checkbox"/>	Free Trial Package	Free	Unlimited	28 Days	90 Days

Update Package

If you upgrade your package, you will receive confirmation of your purchase via email.

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### Your job is now posted!

You job will be sent to our team for approval and you will then receive an email to confirm once your job is live.



Job Detail



Package & Payments



Confirmation

## Thank you for submitting

Thank you for submitting, you will shortly receive an email to confirm your job has been published.  
If you need help please contact us via email at [support@dbe.careers](mailto:support@dbe.careers)

Click here to  
manage all the jobs  
you currently have  
live.

Manage Jobs

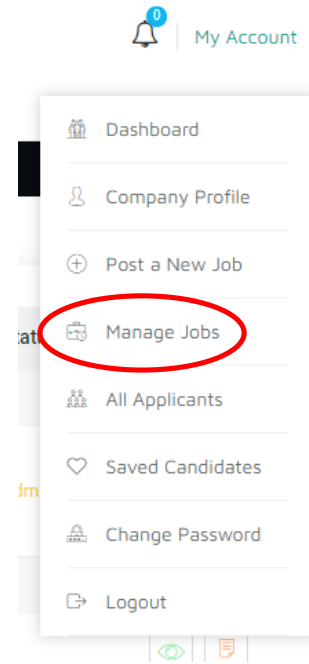
View Job

View what your job  
will look like on our  
site.

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### Want to amend anything?

Either click on the 'Manage Jobs' button as shown on the previous screen. Or you can access it by clicking 'My Account' in the top right and choosing 'Manage Jobs'



From here you can see all your jobs that are live or in progress:

Job Title	Applications	Featured	Status
£20000 - £30000 / £- GBP Salary	Expiry Date: 23 April 2021	Insta Match: 0	
<b>Test Job</b> Created: 26 March 2021   BIM Technician	0 Application(s)	☆	Admin Review
£20000 - £30000 / £- GBP Salary	Expiry Date: 23 April 2021	Insta Match: 0	
<b>Test Job</b> Created: 26 March 2021   BIM Technician	0 Application(s)	☆	Admin Review

Preview your job on the job board

Duplicate this job if you want to post another similar one – this will create another one in this list, you will then need to 'edit' to amend and post.

Delete this job

Edit this job

We hope you enjoy finding the best BIM talent at DBE.careers!

Any questions, just email [support@dbe.careers](mailto:support@dbe.careers)