



JobsInLogistics
_com

The Fast and Easy Way to Find Quality Candidates

Job Posting & Resume Search Instructions

Log On to your account via the log on area on the left side of the screen.

Or log on to your account via the **Employers / Recruiters** button located on the right side of the screen.

JobsInLogistics.com

Logistics Jobs and Quality Logistics Candidates
North America's Largest Logistics Career Board

Logistics Job Search
[Logistics Careers](#)
[Jobs by Location](#)
Log On
 Job Seeker
 Employer/Recruiter
Username:
Password:
Log On
[\(forgot password?\)](#)

Job Seekers
Find careers in Logistics, Supply Chain, Transportation, Freight Forwarding, 3PL, Distribution, Purchasing & Manufacturing.
• [Search Logistics Jobs](#) by category and city
• [Register](#) and post your resume
• [Job Dispatcher](#): Weekly job alert
• Obtain [Resume writing](#) advice and assistance

Employers Recruiters
Target qualified candidates for jobs in Logistics, Supply Chain, Transportation, Freight Forwarding, 3PL, Distribution, Purchasing & Manufacturing.
• [Register](#) to preview **211376** logistics resumes
• Subscribe to largest logistics resume database
• Post jobs to over 250,000 active and passive candidate visitors per month

Job Search
[Search All Jobs](#)

[Distribution](#)
[Int'l Logistics](#)
[Manufacturing](#)
[3rd-Party Logistics](#)

[Engineering](#)
[Inv. / Materials Mgmt.](#)
[Sales / Business Dev.](#)
[Transportation](#)

[Freight Forwarding](#)
[Logistics](#)
[Supply Chain](#)
[Warehousing](#)

JOBS IN TRUCKS
Find Driver Jobs: [Company Drivers](#), [Owner/Operators](#), [Driver Trainees](#)

More than 15,000 Employers and Recruiters
have registered for Services on JobsInLogistics.com

FEATURED COMPANIES

Access America Transport	MRI Executive Solutions
Ambiance Personnel	Penske Logistics
BNSF Logistics	Schneider National
Judge Inc.	Tyler Search Consultants
Menlo Worldwide	

Employer / Recruiter Main Menu

Search Resumes – Click here to begin searching resumes. This option will say “Preview Resume Search” if resume search has not been purchased.

Post Jobs – Click here to begin posting jobs. This option will not appear if job postings have not been purchased.

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Job Search | Job Seekers | Employers/Recruiters

JobsInLogistics.com Success Stories
"I posted my resume and received a call within a few days from an employer. I accepted the position." -Jim

Welcome First Name Last Name of Company:

Click on any field to take the appropriate action.

JOBS	RESUMES	EDIT / REVIEW
<u>Candidate Tracker</u> Store & Track your Apply Online Responses by Job, Date or Candidate Name. It's Free!	<u>Search Resumes</u> You have resume search access up to 12/31/2009. <u>Saved Searches</u> We have improved the Saved Resume Search interface! Now you can easily search, edit, copy and delete your searches from one convenient list! Click "Saved Searches" above to begin.	<u>Edit Registration</u> Edit your registration data.
<u>Post Jobs</u> You have 50 Jobs Available Post Jobs to find qualified Logistics Candidates.	<u>Purchase Resume Search</u> Purchase more time for Resume Search access!	<u>Review Your Jobs</u> <ul style="list-style-type: none">Review and edit Jobs posted to your account during the last 120 days.Delete JobsRe-post expired or deleted Jobs, or refresh active Jobs to the TOP of the list.
<u>Clone Job</u> Use an existing job as a template to post a new job.		<u>Special Pricing</u> View Job Posting and Resume Search pricing and information.
<u>Purchase More Jobs</u> Purchase one or more Jobs. Multiple Job Packages available.		

All areas in **RED** must be filled out in order to post the job. If optional areas are not selected within the job posting, the selections will automatically default to minimum requirements, which will be visible on the job posting.

Postings are for one location (city and state or statewide posting) and for one position only. When choosing a city, be sure to select the corresponding state or province.

Compensation (Optional) – Select hourly or annually depending on the pay rate.

Job Type – This can be either FT or PT and/or Contract or Temporary.

Education Requirements, Experience Requirements and Travel Requirements (Optional) – These are drop-down menu options.

POST JOB : Complete the Job Outline and Details below.
This data will be used in our database to help candidates sort jobs to meet their specific requirements.
(Note: Required fields are indicated in RED text)

JOB OUTLINE

Position Title :

Job Location City : or Office at Home
Enter only ONE actual city name above or leave blank

State / Province :

Country : USA Canada Other:

Compensation :

Annually (\$ / yr.) (example \$45,000)
 Hourly (\$ / hr.) (example \$11)

Minimum: \$ Maximum: \$

Job Type : Full Time Intern / PT Contract Temporary

Education Required :

Experience Required :

Travel Required :

You may select up to 6 **categories** to classify your position. To choose more than one category, hold down the control key (Cmd on Mac) and click on multiple categories to highlight them.

Reference Number (Optional) –

May contain any number/letter combination that indicates the job that the candidate is applying for.

Contact Options - This section contains 6 options, and is automatically filled in based on your registration information. Check at least one of the last four boxes (email, phone number, fax number and address).

For confidential postings, do not select contact or company name. Contact email may be used, as your email address remains confidential and will NOT be visible in the job posting.

A direct URL can be placed in the email box area to direct candidates to your ATS system.

Select up to 6 categories which best describe the job. You may wish to include at least one of the major categories, which include Logistics, Supply Chain, Transportation and Distribution.

Category (select at least 1) - maximum of 6 selections

For multiple selections, Hold down Ctrl key (Cmd on Mac) and click each selection.

- Administration
- Air Freight / Aviation
- Analyst
- Business Development
- Consulting
- Customer Service
- Customs Brokerage

Hint
Select multiple categories for more exposure. (Maximum of 6)

Reference Number : (optional)

Contact Options : (Displayed when a job seeker views your job)

Check the boxes next to each contact option you want visible on your job posting.

Unchecked contact options will not be shown.

You may change the contact information displayed for this job in the fields to the right of each option. This will not affect your registration.

Show Contact Name:

Show Company Name:

You must select at least one contact option below.

Contact E-mail:
Note: Applications will be sent to this E-mail address. The E-mail will not be visible on job posting.

Show Phone Number:

Show Fax Number:

Show Address:

Optional Display Messages:

This position is for local residents only.

(check message to display on job posting) Sorry, visa / sponsorship not available.

Contact information can be changed for each posting, and will not affect the main registration information.

Job Description - Type, or copy and paste your job description into this field (up to 10,000 characters). You may include job requirements here, or use the second field, “job requirements”, to describe the minimum qualifications needed for the position.

Company Information (Optional / Recommended) - Use this field to include background information on the company and desirability of working for your organization. Company information is included at the top of the posting.

Once you have completed the job outline, click the continue button. You will have the opportunity to review your job posting before posting live. If you need to make any changes before posting, click “Edit Job First”. This will bring you back to the job outline. If no changes are needed, click “Post Now”.

JOB DETAILS

If you are copy and pasting, use **Job Description** box below.
Job Requirements and Company Profile are optional.

Job Description - Required (Maximum Length: 10,000 characters - No URLs)
*Right-click inside box, then select "Paste" to paste information.
(This field automatically wraps text)*

Job Requirements - Optional (Maximum Length: 5,000 characters - No URLs)
(This field automatically wraps text)

Company Profile - Optional (Maximum Length: 5,000 characters - No URLs)
(This field automatically wraps text)

You may add basic html to your text in order to bold, highlight, add bullets, color, center and increase your font size.

All areas in **RED** must be selected.

Save Your Search (Optional) – You may save your search criteria for future needs using this tool. Simply enter a title for your search criteria, in order to save your selected options. All saved searches can be found in the “Saved Search Menu” on your login page.

Category (Required) – To select multiple categories, hold down the control key (cmd on Mac) and click your desired categories. The default is ‘all’. Select the categories that best describe your job, including responsibilities, qualifications and requirements. You may wish to include at least one of the major categories, which include Logistics, Supply Chain, Transportation and Distribution.

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JobsInLogistics.com Success Stories
"I found the perfect job through your site."
- Robert

RESUME SEARCH:
[click for search tips](#)

- **Choose a job category. All other fields are optional.**
- For multiple selections, Hold down Ctrl key (Cmd on Mac) and click each selection.

Save your search criteria and save time!

To save your search criteria for future use, simply type a name for your search in the box (Example: VP Logistics).

- Save unlimited searches!
- You can then search with a *single click* from your [Saved Search Menu](#).

1. Category (select at least 1)

All
Administration
Air Freight / Aviation
Analyst
Business Development
Consulting
Customer Service

Location (Optional) - Select a region, state or province. To narrow your search, by typing in a city, you must select a state as well. You can also perform a radius search of up to 50 miles.

Relocation (Optional) – To view only local candidates, living in your selected location, keep “Local Candidates Only” as yes. If you wish to view all candidates who fit your search criteria who are willing to relocate, select “No” in this section.

Compensation (Optional) – Should you decide to enter this information, be sure to use the same format as the examples. Although we do not show the candidate’s desired salary, our search engine will only show candidates that are seeking salaries within your chosen range.

Type of Job (Optional) – Select the type of job you are trying to fill. You may select more than one by holding down the control key (cmd on Mac) and clicking on each one. Any resume satisfying at least one job type will be included in the search.

2. Location

Search by City (optional)	Region / State / Province
City: <input type="text"/> <small>(State / Province must be selected for City Search)</small>	All USA Canada International Northeast (USA) Southeast (USA) Central (USA) Northwest (USA) Southwest (USA) Alabama Alaska
Radius: <input type="text" value="Up to 50 miles"/> <small>(Radius search works for continental USA only)</small>	
Relocation	
LOCAL CANDIDATES ONLY ? <input checked="" type="radio"/> Yes <input type="radio"/> No	

3. Compensation (select either Annual Salary or Hourly Wage)
(What salary or wage range fits the position you are filling?)

Annually (\$ / yr.) *(example \$45,000)*
 Hourly (\$ / hr.) *(example \$11)*

Minimum: \$ Maximum: \$

4. Type of Job (what type of job is the position you are filling?)

<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Intern / PT <input type="checkbox"/> Temporary <input type="checkbox"/> Contract	Select any job types to search for. Any resume satisfying at least one job type will be included in the search.
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Keyword Search (Optional) – Use this tool to narrow down your search by indicating specific skills, accomplishments or experience. Use quotes around keyword phrases such as “supply chain”. List your desired keywords, separating each word with a single space (no comma), and select to match “any” or “all” of your keywords.

Note: By selecting appropriate categories (above) you may not need to use keywords for most searches.

Select your results - 25, 50 or 100 resumes per page, then click Search Now.

5. Ability to Travel (how much travel does the position you are filling require?)
 No travel required 25% 50% Globetrotter

6. Minimum Education Requirements
 Any College (2 yrs)
 High School or G.E.D. College (4 yrs)
 Trade School Post Graduate

7. Minimum Experience Requirements
 Entry level 5 - 10 years
 6 mo. - 2 years 10+ years
 2 - 5 years

8. Keyword Search: [search tips](#)
Match: Any word All words

(Optional: Use to narrow down your search by indicating specific skills, accomplishments or experience.)
List each keyword with a space in between.
Use quotes around keyword phrases such as "supply chain".

Results per page: 25


Your search criteria are summarized at the top of the Search Results page. The number of pages and resumes that match your search criteria will be displayed, followed by the candidates' summaries (most recently posted resumes appear first).


Save Search - You may save your search criteria from this page. Simply enter a title for your search criteria in the "Enter Search Name" box, and click on "Save This Search" in order to save your search criteria. All saved searches can be found in the "Saved Search Menu" on your login page.

Summary – Includes the candidate's name, location, education level, years of experience, desired position, brief resume summary and the date the resume was posted.

Viewing the Resume – Click on the "View Details" box to open the candidate's resume. You may also click on the double box next to "View Details" in order to open the resume in a new window. The resume will be formatted exactly how the job seeker entered it.

Resume Search
([View Saved Resume Searches](#))

Legend for Resume Summaries: All Resume Summaries are listed in the below format.
To view further details for a resume, click the [\[View Details\]](#) link for that resume.
Click the  icon to open the details in a new window.
[Scroll down to view your search results.](#)


Candidate Name	Education	Desired Position
Location	Experience	Resume Summary
Date Posted	View Details  = open in new window	

Search Criteria

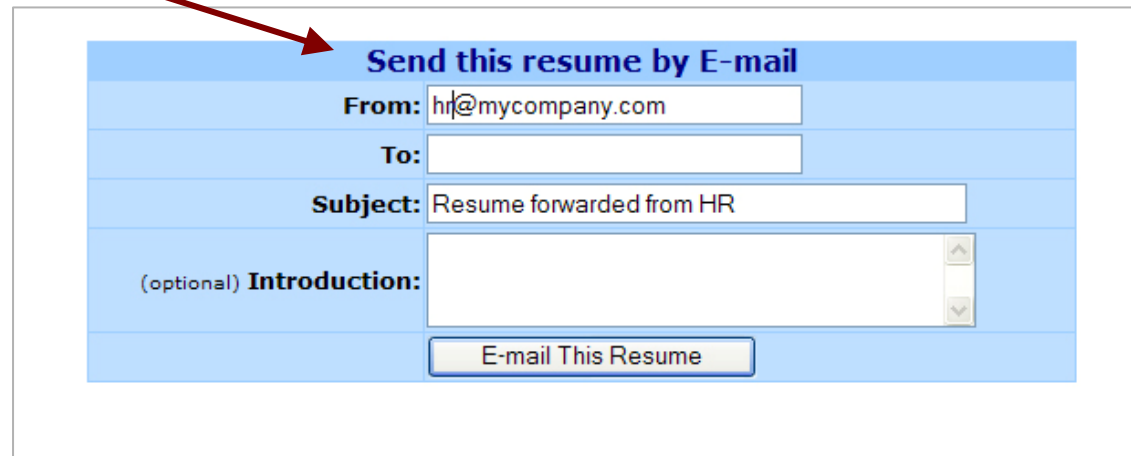
Categories: [Logistics](#)
Location: [All locations](#)
Local Candidates Only: [Yes](#)
Compensation: [Any](#) Type of Job: [FT](#)
Travel Required: [No travel required](#) Minimum Education: [Any](#)
Minimum Experience: [Any](#) Keywords: [--](#)

Enter Search Name:

Page 1 of 2596
Summary 1 - 25 from 64894 resumes found

Dale Keller	4 year degree	Director Transportation
Canonsburg, PA	>10 years exp.	24 years' experience in complex customer solutions marketing, strengths in developing complex contracts that involve a multitude of railroad customer types, commercial structures, bidding team partners, and solution types.
Posted 04/06/07	View Details 	

Resume Forwarding Tool – Below every resume, there is a convenient resume forwarding feature, which allows you to forward resumes via email.



The screenshot shows a web form titled "Send this resume by E-mail" in a blue header. Below the header are four input fields: "From:" with the value "hr@mycompany.com", "To:" which is empty, "Subject:" with the value "Resume forwarded from HR", and "(optional) Introduction:" which is a large text area with scrollbars. At the bottom of the form is a button labeled "E-mail This Resume". A red arrow points from the text box on the left to the title of the form.

Send this resume by E-mail	
From:	hr@mycompany.com
To:	
Subject:	Resume forwarded from HR
(optional) Introduction:	<input type="text"/>
<input type="button" value="E-mail This Resume"/>	