Job Module Workflow and Screenshots

Step 1. :- Post jobs through admin panel

Job Post Manager

Per Page Record 20

S.No.	Designation	Posted Date	(Location)	Status	Order	Edit	Del
1	Chief Coordinator- TPM	2011-04-01	Jaipur	✓	⬆ ⬇ ...	✎	✖
2	Deputy/Asst. Manager - Maintenance	2011-04-13	Jaipur	✓	⬆ ⬇ ...	✎	✖
3	General Manager - Technical Services	2011-04-13	Jaipur	✓	⬆ ⬇ ...	✎	✖
4	Analyst Programmer	2011-04-13	Jaipur	✓	⬆ ⬇ ...	✎	✖
5	Manager - Sales	2011-04-13	Kolkata	✓	⬆ ⬇ ...	✎	✖
6	Unit Manager - Sales	2011-04-01	Delhi	✓	⬆ ⬇ ...	✎	✖
7	Branch Manager - Sales	2011-04-01	Coimbatore	✓	⬆ ⬇ ...	✎	✖
8	Area Manager - Technical Sales	2011-04-01	Jaipur	✓	⬆ ⬇ ...	✎	✖
9	Manager - Sales	2011-04-01	Jaipur	✓	⬆ ⬇ ...	✎	✖
10	Key Accounts Manager - Sales	2011-04-01	Jaipur	✓	⬆ ⬇ ...	✎	✖
11	Engineer - ISO	2011-04-13	Jaipur	✓	⬆ ⬇ ...	✎	✖

Set Order

Step 2:- Posted Jobs will be show in Vacancy on front-end

Home >> Careers >> Vacancy

Current Openings posted in Wires & Fabriks

Vacancy

Sno.	Posted Date	Designation	Location
1 ,	4-October	Key Accounts Manager - Sales	Jaipur
2 ,	4-October	Manager - Sales	Jaipur
3 ,	4-October	Area Manager - Technical Services	Jaipur
4 ,	4-October	Asst. Manager Finance	Jaipur
5 ,	4-October	Unit Manager - Sales	Delhi
6 ,	4-October	Sr. Manager - Commercial	Jaipur
7 ,	4-October	General Manager – HR	Jaipur

Step 3:- Apply for job by click on a vacancy

Job Post Details

Apply Now

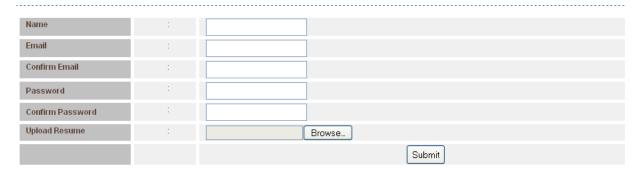|	
Designation	Key Accounts Manager - Sales
Desired Profile	**Experience/Job profile** : 10+ yrs marketing Industrial Products. Experience of marketing consumables to the Paper Industry will be preferred. Should possess good communication, Customer relationship, Techno Commercial Negotiation skills, Analysis & decision making, etc. initiative & drive to excel and Computer application knowledge are must. **Responsibility:** 1. Developing relationship with key decision makers in target organization for business development. 2. Interfacing with institutional & Corporate clients for suggesting the most viable product range and cultivating relations with them for securing repeat business. 3. Managing activities pertaining to negotiating / finalization of deals (Techno commercial) for smooth executing of sales and order processing. 4. A functional feasible Customers and Supplier relationship established referring to brand loyalty. 5. Responsible for payment collections & follow-ups.
Experience	10 - 12 Years
Industry Type	Paper Industry
Role	Sales/Business Development/ Clinet Servicing
Functional Area	Sales
Education	Paper Tech
Location	Jaipur
Contact	Wires & Fabriks (S.A.) Limited
Email	hrd@wirefabrik.com
Website	http://www.wirefabrik.com/
Job Posted	4-October

Apply Now

Step 4:- Submit details and resume upload by applicant

>> Details Saved in database and Automatic mail will be sent to HRD wnf and applicant with relevant massage
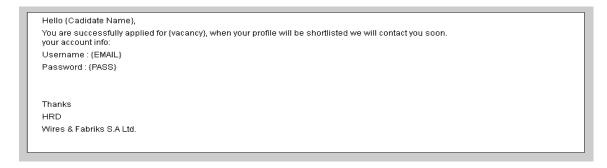
Apply for Job

Name	:	
Email	:	
Confirm Email	:	
Password	:	
Confirm Password	:	
Upload Resume	:	Browse…
		Submit

>> Mail template format for HRD

Hello HRD,

New candidate applied for job:
Candidate Name : Sanjay Kumar
Applied post for : Unit Manager - Sales
Resume : upmember74278.docx

Thanks
Wire&Fabrik Team.

>> Mail template format for applicant-

Hello {Cadidate Name},
You are successfully applied for {vacancy}, when your profile will be shortlisted we will contact you soon.
your account info:
Username : {EMAIL}
Password : {PASS}

Thanks
HRD
Wires & Fabriks S.A Ltd.

Step 5:- Applicant manage activities

>> Can search applicant according to post, name and email in admin panel

Manage Active Applicant

Enter Keyword		Search in Name ▾		Result Per Page 20 ▾
Apply Post	Select Job Post ▾	Submit		

S.no	Name	Email	Apply for Post	Apply Date	Resume
			No Record Found		

>> Status will be active/approved from here for shortlisted candidates.

Manage Job Applicant

Enter Keyword		Search in Name ▾	Apply Post Select Job Post ▾	Result Per Page 20 ▾
			Submit	

S.no	Name	Email	Apply for Post	Apply Date	Resume	Status
1	Susheel	susheelsharma@yahoo.com	Chief Coordinator- TPM	9-April, 2011	⚙	⊖
2	test	srg@wirefabrik.com	Chief Coordinator- TPM	11-April, 2011	⚙	⊖
3	name	tester@test.com	Chief Coordinator- TPM	8-December, 2011	⚙	⊖
4	Bharat Dhingra	dhingrab93@yahoo.com	Engineer - ISO	9-December, 2011	⚙	⊖

Step 6:- Automatic Email will be sent after approval to the applicant and status saved in database

E-Mail Format –

Your profile has been shortlisted by Wire & Fabriks Administrator.
Activation Mail from Wire & Febriks
Sent: Wed 24/10/2012 11:04 AM
To: Sanjay Kumar

Hello , Sanjay Kumar

USER NAME - sanjay.kumar@wirefabrik.com

PASSWORD - sanjay

Your profile has been shortlisted by Wire & Fabriks Administrator.Please update your profile by using this link www.wirefabrik.com/login

Step 7:- Applicant will Login From front-end by using credential

Login

┌─Wires & Fabriks Applicant Login─────────────┐

    Email ID   :   [_____]

    Password   :   [_____]

                              [Login]

└──┘

Step 8:- Personal details form will be open by login to submit details

Career Form

Personal Details :-

Name	Sanjay Kumar	Date Of Birth	0000-00-00
Contact Number		Email ID	sanjay.kumar@wirefabr
City		Dist.	
State		Pin	

Marital Status   ○ Merried ○ Unmerried

Passport No.		Issued from	0000-00-00	Valid upto	0000-00-00

Educational Data :-

Qualification	Name of examination/ Degree/ Diploma	Year of Passing	Name of Board/ University/ Insitute	Place
Academic (last Qualification)				
Professional				
Others				

Computer Knowledge (0-5)

Word	Excel	Power Point	Internet	Any Other
☐	☐	☐	☐	☐

Family Detail :-

Relation	Name	Age	Service / Occupation	Other	
Spouse					
Son					
Daughter					

Career Detail :-

Period (From-To)	Name of Organisation	Place of Posting	Business	Position	Reporting

Remmuneration last drawn (including PF,ESI, Leaves, Gratuity, Bonus, Medical, etc.)	CTC PA		Other Benefits	
Expected CTC	CTC PA		Other Benefits	

Joining Period		Ready to relocate to Jaipur with family on joining	○ YES	○ NO

[Submit]

Step 9:- Applicant details will be saved in database and sent mail to both HRD and Applicant with details

Email Format

wires & fabriks
An ISO 9001:2008 Company

Personal Details :-			
Name	Sanjay Kumar	Date Of Birth	1984-12-28
Contact Number	9602505965	Email ID	sanjay.kumar@wirefabrik.com
City	jaipur	Dist.	jhunjhunu
State	raj	Pin	333029

Marital Status	Merried Y				
Passport No.	12345	Issued from	2012-10-15	Valid upto	2012-10-25

Educational Data :-

Qualification	Name of examination/ Degree/ Diploma	Year of Passing	Name of Board/ University/ Insitute	Place
Academic (last Qualification)	x	2000	Raj Board Ajmer	Jaipur
Professional	xll	2003	Raj Board Ajmer	Jaipur
	B.E.	2007	Raj University	Jaipur
Others				

Computer Knowledge (0-5)	Word	Excel	Power Point	Internet	Any Other
	Y	Y	Y	Y	Y

Family Detail :-

Relation	Name	Age	Service / Occupation	Other	
Spouse					
Son					
Daughter					

Career Detail :-

Period (From-To)	Name of Organisation	Place of Posting	Business	Position	Reporting
Remmuneration last drawn (including PF,ESI, Leaves, Gratuity, Bonus, Medical, etc.)		CTC PA	444	Other Benefits	4444
Expected CTC		CTC PA	4444	Other Benefits	44444