



RANGGO SOCIAL

**CREATING A
JOB LISTING**

www.myranggo.com



Information to set-up a **Job Listing** in the App

One of RANGGO's Premium Features is the Hot List Job Listing. You can advertise jobs on RANGGO's Hot List FOR FREE for now.

Any Jobs advertised on the RANGGO Hot List page come with a direct send feature.

RANGGO Subscribers will be able to send you their RANGGO Resume direct to the email address you used when setting up your Business Profile Account.

You will need to gather the following information:

- **Job Title:**
- **Type:** (Full or Part time)
- **Salary:**
- **Location:** Establishment name and area
- **Employer Information:** Company Name
- **Job Details & Requirements:**

EXAMPLE:

Job Title: Front Office Associate

Type: Full Time

Salary: 10,000-20,000/Monthly

Location: Helios Hotel, Boracay

Employer Information: Helios Hotel

Job Details:

We are looking for a Front Office Associate. The minimum requirements for this position are:

- 18 to 35 years old
- Bachelor's Degree in Hospitality Management, Hotel and Restaurant Management, Tourism or any related courses
- At least 3 years relevant working experience
- Prior knowledge of PMS, CMS and OTA's preferable
- Excellent Customer Service Skills
- Good command of oral and written English
- With a pleasing personality, willing to train, and a good attitude towards work and colleagues.



Graphics Required to design your Job Listing:

Business/Company Logo - please provide a copy with the highest resolution.

You should then send the Job Listing details and graphics to info@myranggo.com

In the email subject heading type the business name and "RANGGO Jobs Hot List".

We will advise you when the Job Listing is live.

When the Job listing is live it will look like this:



Ranggo Jobs:
Hot List



Job Listing:





Thank
You

RANGGO SOCIAL

info@myranggo.com
www.myranggo.com