**How to Post Jobs:**

**GNFCC Member**

Here are the step-by-step instructions for posting a job on [NorthFultonJobs.com](http://www.northfultonjobs.com/). Our site is the leading job search engine in North Fulton. Posting jobs on NorthFultonJobs.com is free for North Fulton businesses seeking employees.

1. Access the Member Information Center – http://chamber.gnfcc.com

2. Enter your login name and password. Need your login information? Email Kendra Plotkin [kplotkin@gnfcc.com](mailto:kplotkin@gnfcc.com)

3. Click Job Postings in the left side menu bar.

4. Click Add a Job Posting

5. Complete the fields in the Add a Job Posting screen.

6. Click Submit for Approval.

7. GNFCC Staff will confirm your posting within 24 hours.

**Not a GNFCC Member?**

Here are the step-by-step instructions to have your job posting added to NorthFultonJobs.com. Our site is the leading job search engine in North Fulton. Posting jobs on NorthFultonJobs.com is free for North Fulton businesses seeking employees.

1. Include the required information and forward to the GNFCC Staff ([info@gnfcc.com](mailto:info@gnfcc.com))

2. GNFCC Staff will confirm your posting within 24 hours.

Required Information:

Company Name

Company Address

Company Website

Number of Employees

Contact Name

Contact Phone

Contact Email

Job Description

Dates for Job Posting to remain active (maximum 12 weeks)