## ADMIN PANEL FEATURES

* Dashboard showing the last posted jobs, chart with statistics information for the new jobs, new employers and jobseekers, short cuts to the main pages, details for the last registered employers and others
* Set the permission for the additional administrators and their groups for the different pages in the admin panel (allowing to create users or groups having access to just some selected features and pages in the admin panel)
* Page for changing the administration panel password
* See the job listings on the site, edit them, activate or deactivate or delete them
* Edit the list with job categories, set multi-level categories with up to 4 sub levels supported
* See the registered employers on the website, edit their information, deactivate or delete their accounts
* See the registered job seekers on the website, edit their information, deactivate or delete their accounts
* Page showing the reviews posted by the companies with functionality to modify or delete them
* See the messages exchanged by the employers and job seekers
* Edit the website pages content with a WYSIWYG editor
* Modify the main site page names, meta tags like title, meta description and keywords and other settings
* Add new pages to the site
* Delete or deactivate the pages
* Edit the slider on the home page and set to show on it the latest jobs or featured jobs or own slides or a mix between them
* Post news on the site
* Set custom titles to be used for selected categories or locations for better SEO
* Set social media page links (like links to Facebook, Twitter, Instagram or LinkedIn pages) which will show then in the footer of the main site
* Payments section allowing to configure the charging mode for the users - based on subscriptions or credits or job listing packages or direct payments
* Functionality to see the outstanding payments, approve them, download invoices
* See a payments archive of the payments made by the users
* Create subscriptions for the employers with an allowed number of jobs and featured jobs in them
* Set the pricing for the direct payments option - price to the paid per posted job and others

## EMPLOYER ADMIN PANEL FEATURES

* Dashboard showing the latest jobs of the employer, received messages / Video and shortcuts to the other pages in the administration panel
* Set the permissions for the sub accounts and the pages they can access in the employer administration panel by checking the corresponding pages.
* Read/ View and reply the received contact messages
* Post new jobs by filling different fields like job title, category, description, location, job start date, contract type, salary and others
* Manage or delete the existing job listings
* Functionality to choose to publish the job on a later selected date and also unpublish it on a selected date
* See the expired job listings, choose to renew or delete them
* Manage the job application / video messages - see the new job applications, approve or rejected them
* Approved and rejected applications pages allowing to see the previously approved or rejected applications for selected job listings
* Edit the profile information and fields like company name, contact name, phone, company website and others
* Upload a company logo (to be shown on the job listing pages and in search results)
* Create a video presentation of the company by setting an YouTube video url
* Open selected candidate resumes or download them as pdf files

## JOBSEEKER PANEL FEATURES

* Searching jobs in the job seeker section
* Apply for an interested Job and upload 40 sec video.
* Read and reply messages received from employers or recruiting agencies
* See the history of the job applications, status of the application, employer reply and job details
* Set the job preferences like expected salary, job type, experience, preferred job categories, locations and others
* Edit the resume with a text editor allowing to paste and save it like text
* Create a video resume by uploading it with a file or setting a YouTube video url
* Upload documents like certificates, references, resumes and select any of them to be attached later when applying for jobs
* Create new job alert rules by selecting the job location, keyword and category and be notified when there are new jobs posted meeting the criteria
* Manage or delete the current job email alerts