

RETAILER JOB POSTING GUIDE (UPDATED)

NOTE: Retailer Job Posting guide will help you with posting a new job, edit a job and delete a job. Retailer job posting is ONLY for retailers, if a job opening is for internal employee then please contact your DMBD.

Step-By-Step

1. Log into Simon Central
2. Click on 'Manage Retailer Job Posting'
3. If you have permission to manage retailer job posting then you will notice 'ADD A JOB' button, 'Edit' and 'Delete' links.

SIMON SHOPPE

FILTER BY MALL FILTER BY STATE FILTER BY RETAILER

ADD A JOB

NOTICE: Simon as a complimentary courtesy to its tenants within it this webpage. The below unfilled mall job positions are exclusively e various listed Simon properties below. Interested job seekers shoulc instructions contained within each unique job posting.

Retailer Name ↕	Job Title ↕	Job Type ↕	Category ↕
[Edit Delete] Retail and Restaurant Openings			
Ann Taylor Factory Store	[Edit Delete] Retail and Restaurant Openings	Part-Time	Sales Associate
Crabtree & Evelyn	[Edit Delete] Retail and Restaurant Openings	Part-Time	Associate Store Manag
Auntie Anne's Pretzels	[Edit Delete] Retail and Restaurant Openings	Part-Time	Store Manager

4. To add a job, click 'ADD A JOB' button
5. Retailer Job Management window will pop-up; enter job title, property, retailer, category, job title, description, post date and pull date

Retail Job Management

ADD RETAILER JOB

Fields marked with an * are required.

*Job Title

*Property

*Retailer

*Category

*Job Type

*Job Description
HINT! Make sure to always start each new retailer job posting with the Retailer Name - Job Title. Example: *The Gap - Sales Associate*

Words: 0 Characters: 0

*Post Date

*Pull Date

6. Click on 'Preview'

The screenshot shows a form with two date input fields. The first field is labeled '*Post Date' and the second is labeled '*Pull Date'. Both fields are empty and have a calendar icon to their right. Below the 'Post Date' field is a black button with the text 'PREVIEW' in white. Below the 'Pull Date' field is a black button with the text 'CANCEL' in white. A red arrow points from the top right of the 'Post Date' field down to the 'PREVIEW' button.

7. Review the information that was entered, click on 'Publish'