



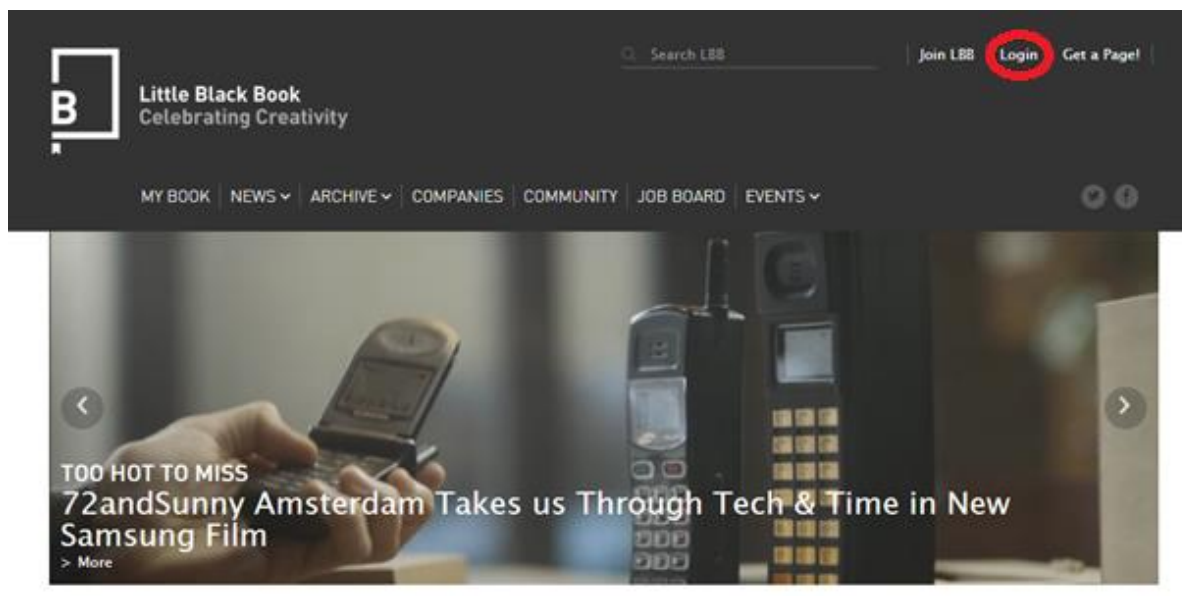
Little Black Book
Celebrating Creativity

How to Advertise Jobs on Little Black Book

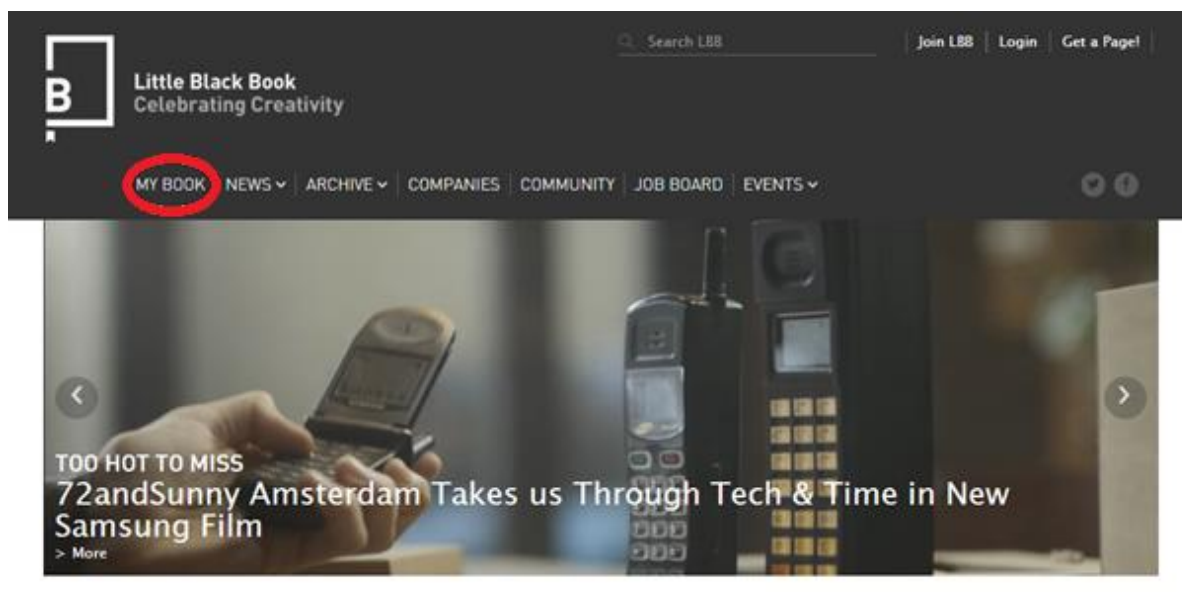
What's included in this pack:

- Step-by-step guide to uploading any job opening you wish to advertise.

1. Go to lbbonline.com and **LOGIN** to your company page



2. After logging in, click on the **MY BOOK** tab





Little Black Book
Celebrating Creativity

3. Click **BUSINESS**

The screenshot shows the website's navigation bar with the logo and search bar. Below the navigation bar, the 'MY BOOK' section is visible, with the 'BUSINESS' tab highlighted in a red circle. The main content area displays two articles: 'The Quarry's Scot Crane Cuts the Legendary John Hammond for Guinness' and 'Hearts made from LEGO™'. On the right side, there is an 'ADMIN3' sidebar with options like 'My Book', 'Latest News', 'People', 'Companies', and 'Messages' (with a notification badge showing '2').

4. Click + **POST A JOB**

LITTLE BLACK BOOK

Admins

LBB EDITORIAL

Admins

Subscription status: **Active**

[Cancel subscription](#)

Moderation status: **Approved**

Profile

Followers **55**

Contacts **6**

Links **2**

Images **8**

News posted **836** + [POST NEW ARTICLE](#)

Work posted **2057** + [ADD WORK](#)

Events posted **260** + [LIST AN EVENT](#)

Job posted **4** + [POST A JOB](#)



5. Enter the details of the job: **Employer, Position, City, Contract (yes/no), Salary**

LITTLE BLACK BOOK

Admins

LBB EDITORIAL

Admins

Subscription status: **Active**

Cancel subscription

Moderation status: **Approved**

Profile

Followers 55

Contacts 6

Links 2

Images 8

News posted 836 + POST

Work posted 2057 + ADD

Events posted 260 + LIST

JOB DETAILS

DETAILS

Employer* Employer

Position* Position

City* City

Contract* Contract

Salary salary

Details

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Font Color, Background Color, Bulleted List, Numbered List, Indent.

Font: Helvetica Neue

Details

6. Enter a brief description of the job in the **Details** text box

LITTLE BLACK BOOK

Admins

LBB EDITORIAL

Admins

Subscription status: **Active**

Cancel subscription

Moderation status: **Approved**

Profile

Followers 55

Contacts 6

Links 2

Images 8

News posted 836 + POST

Work posted 2057 + ADD

City* City

Contract* Contract

Salary salary

Details

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Font Color, Background Color, Bulleted List, Numbered List, Indent.

Font: Helvetica Neue

Details

CONTACT

Contact Contact



7. Enter the relevant contact details: **Contact, Email, Phone, Website** and **Reference**

LITTLE BLACK BOOK

Admins

LBB EDITORIAL

Admins

Subscription status: **Active**

Cancel subscription

Moderation status: **Approved**

Profile

Followers **55**

Contacts **6**

Links **2**

Images **8**

News posted **836** + POST

Work posted **2057** + ADD

CONTACT

Contact

Email*

Phone

Website*

Reference

IMAGE

Logo

Choose file

Recommended image resolution is 140x140. Maximum image size 3.5MB.

SKILLS

8. Upload your company logo by clicking **Choose file**. Add a **Category** to the job posting and choose the relevant **Skills** required from the dropdown menus

Subscription status: **Active**

Cancel subscription

Moderation status: **Approved**

Profile

Followers **55**

Contacts **6**

Links **2**

Images **8**

News posted **836** + POST

Work posted **2057** + ADD

Events posted **260** + LIST

Job posted **4** + POST A JOB

Website*

Reference

IMAGE

Logo

Choose file

Recommended image resolution is 140x140. Maximum image size 3.5MB.

SKILLS

Category* ▼

Skills ▼

Save changes Cancel

ASIA PACIFIC

Australia

Albania

Norway

Argentina

AFRICA

IND

NORTH AMERICA

Canada



9. Click **Save changes** and your job posting will be live immediately.

The screenshot shows a user interface for editing a job posting. On the left is a sidebar with user statistics: Subscription status: Active (Cancel subscription), Moderation status: Approved, Profile, Followers: 55, Contacts: 6, Links: 2, Images: 8, News posted: 836 (+ POST), Work posted: 2057 (+ ADD), Events posted: 260 (+ LIST), and Job posted: 4 (+ POST A JOB). The main form area includes fields for Website* and Reference, an IMAGE section with a Logo field and a Choose file button (with a note: Recommended image resolution is 140x140. Maximum image size 3.5MB.), and a SKILLS section with Category* and Skills dropdown menus. At the bottom, there are Save changes and Cancel buttons. The Save changes button is circled in red. A dark navigation bar at the very bottom lists regions: ASIA PACIFIC, EUROPE, AFRICA, and NORTH AMERICA, with specific countries like Australia, Albania, Norway, Argentina, and Canada listed below.