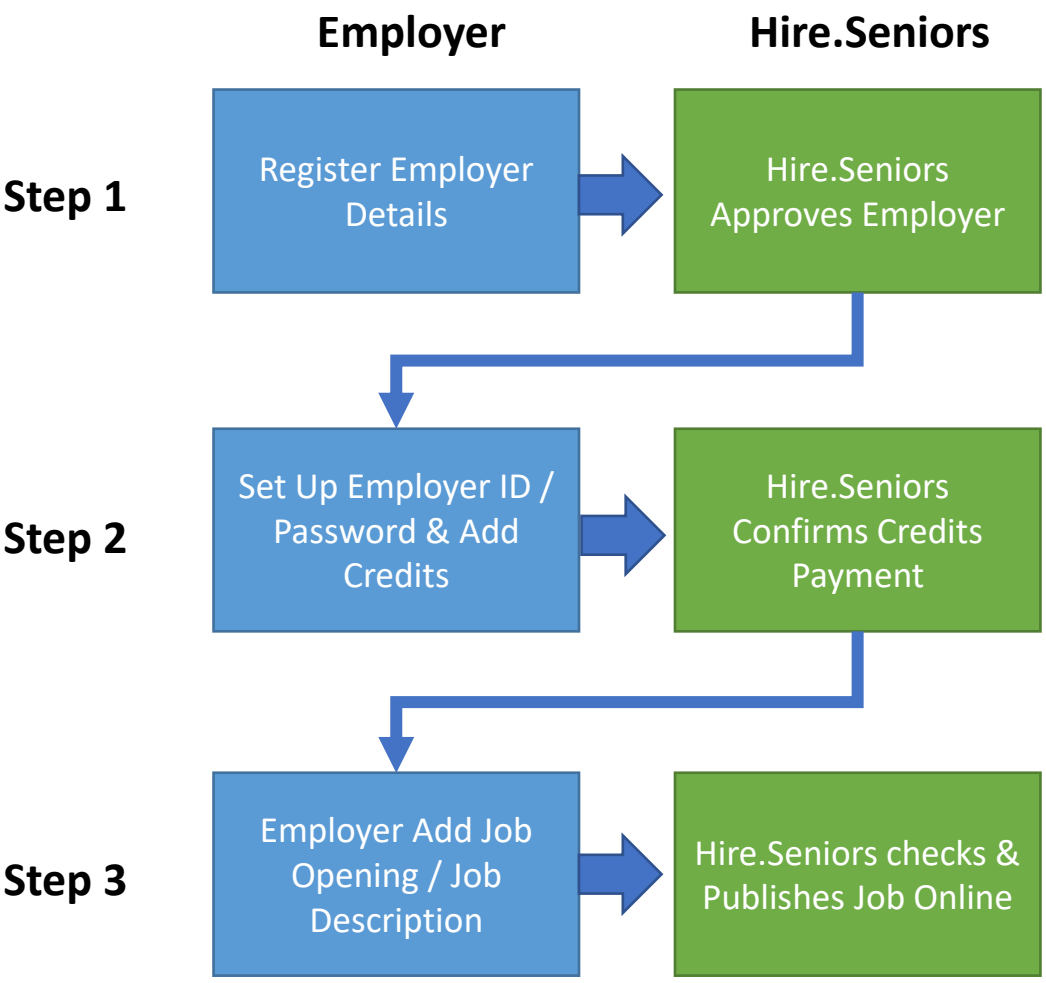
How to register as an employer with Hire.Seniors to publish jobs

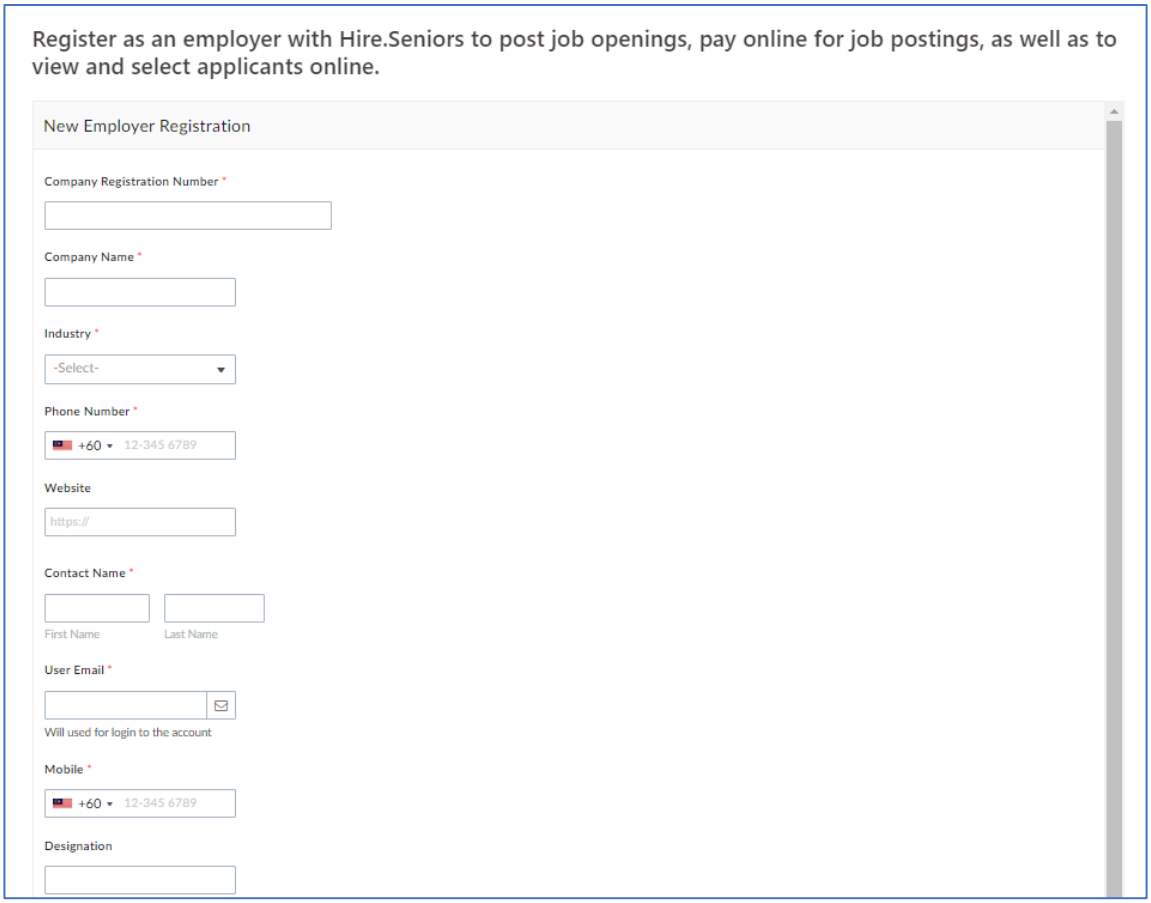


Click on each Blue Box to see How to Guide

If you require further clarification, you can contact us at 019 477 6028 during normal business hours.

Step 1: **Employer Registration**

Go to
https://hireseniors.my/new-employer-registration/
And fill up your company details and click Submit



After submitting – your application will be vetted by our team. Once approved, you will receive a confirmation email to login and set your password.

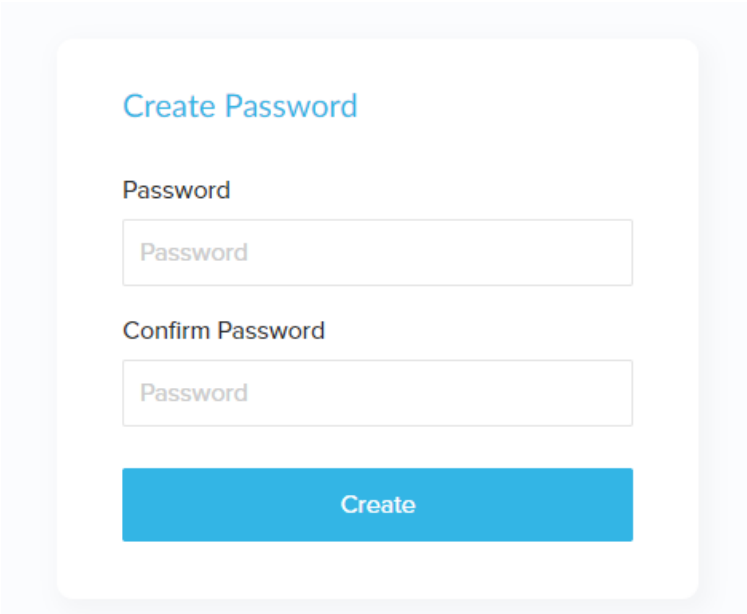
If you do not receive any email from us within 1 working day, do call or WhatsApp us at 019 477 6028

Step 2: **Employer ID Set Up & Add Credits**

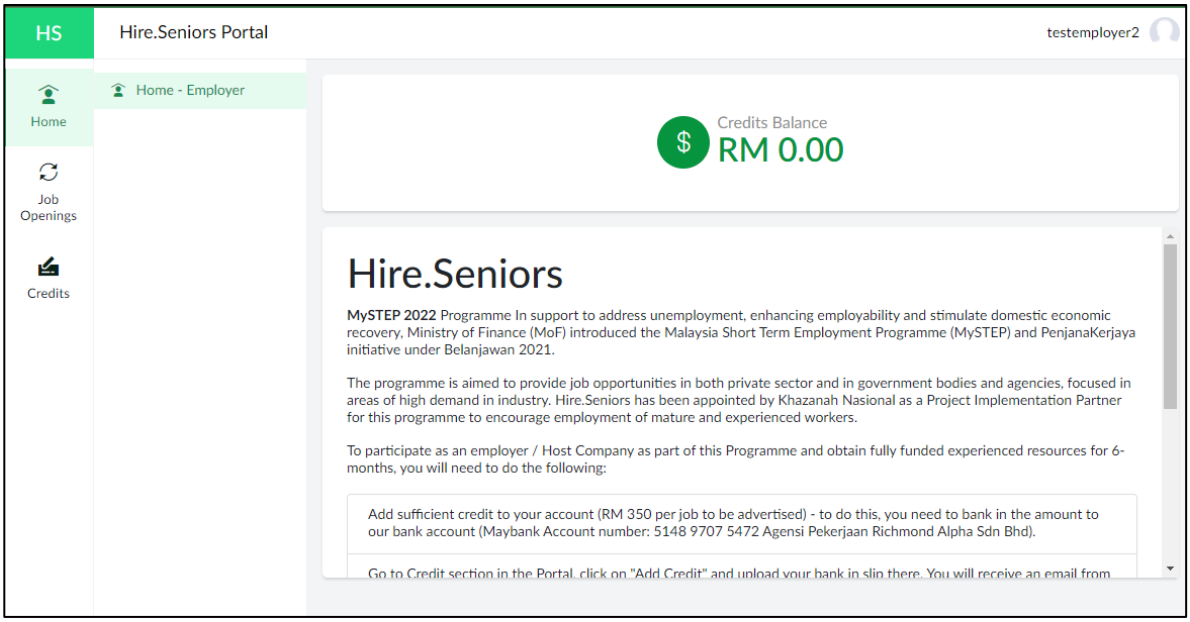
After we have approved your registration, you will receive an email confirming that your Employer ID has been approved.

You will also receive an email inviting you to access the Hire.Seniors Employer Portal

Click on the link and set you preferred password.



You will now be able to access the Employer Portal.

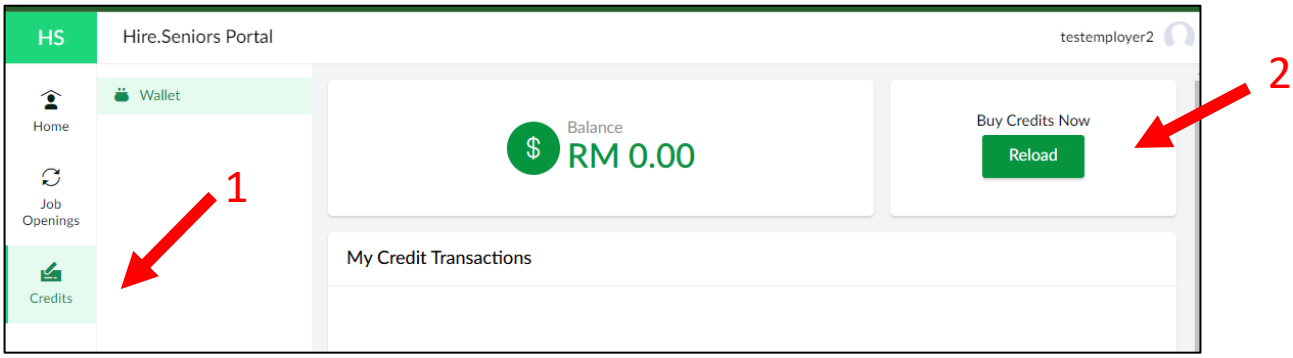


To access the Employer Portal, you can bookmark this link:
https://portal.hireseniors.my/

How to Add Credits

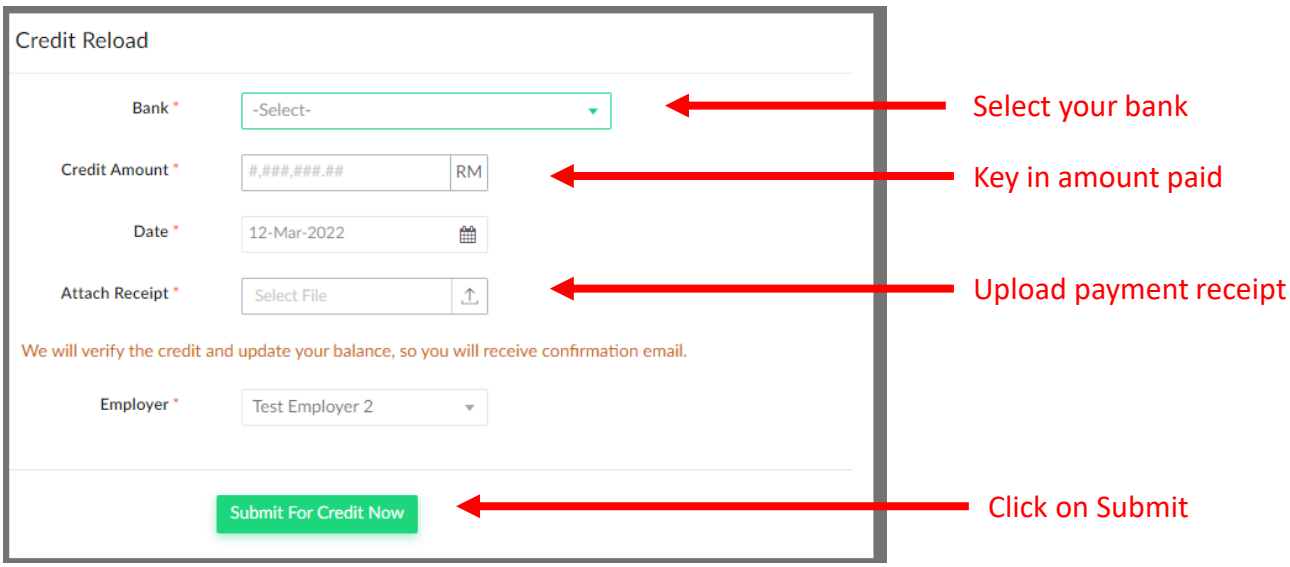
Before you can post a job, you will need to add credits. You will need to add RM 371 of credits for each job you wish to post (RM 350 + 6% SST = RM 371)

To add credits, click on **Credits** on the left side of the Employer Portal. Then click on **Reload**



Transfer the required amount for credits via internet banking to:
Maybank 5148 9707 5472 (Agensi Pekerjaan Richmond Alpha Sdn Bhd)

Upload the payment receipt to the portal.



Once you have submitted, our team will verify your payment.

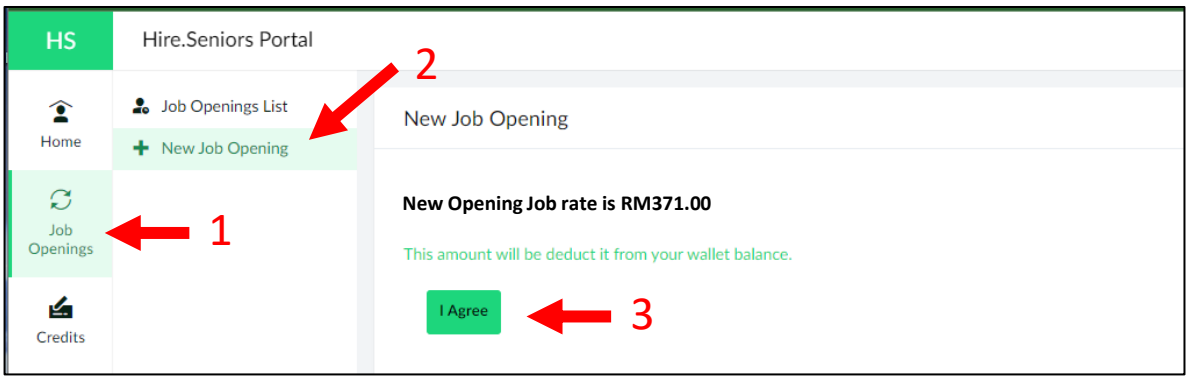
You will receive an email confirming that your Top Up has been approved, once payment has been verified within 1 working day. Please contact us at 019 477 6028 if you do not hear from us within 1 working day.

Once your Credit Value has been received and confirmed by us, you will be able to see your credit reflected in the Employer Portal.

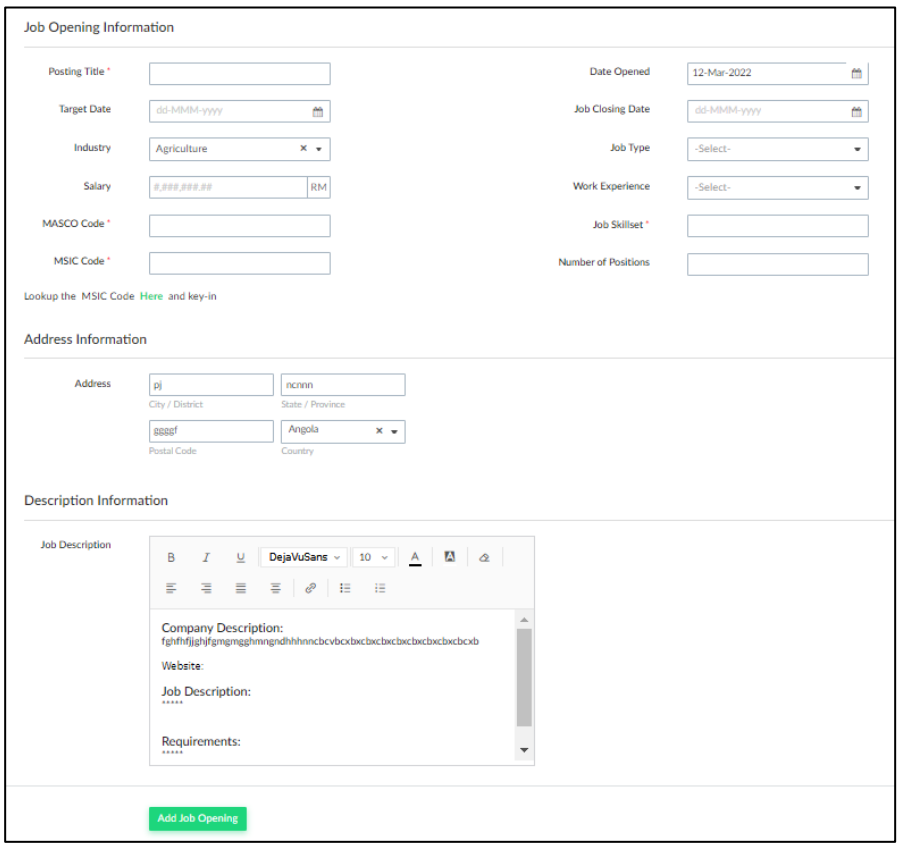
Step 3: **Create Job Opening**

Now that you have added credit, you can proceed to create a job opening.

1. Click on Job Openings on the left menu
2. Click on New Job Opening
3. Click on “I Agree” to acknowledge that each job posted will deduct RM 371 credit



You can now key in job opening information. When complete, click on “Add Job Description”



Once submitted, our team will review the job opening and you will be notified once it is published. We will send you shortlisted candidates for your review and selection.