

Adding a new Company

Employer Dashboard

Companies & Details

The screenshot displays the 'My Companies' section of an employer dashboard. It features a list of two companies: 'Company 2' and 'Company 1'. 'Company 2' is highlighted with a green background and a green person icon, indicating it is the active company. Below the list is a button labeled 'CREATE A NEW COMPANY'. The lower section, titled 'Company 2's Details', shows contact information: '27 Bahar Ic-Caghaq Star Estate, Bahar Ic-Caghaq, BJR1234, Malta' and 'employer2@email.com'. A 'MANAGE DETAILS' button is located at the bottom of this section. Information icons are present in the top right of both sections.

A list of companies that one is associated with. A green marker indicates a Super administrative control you have of the account.

Click one of your companies to set it as active & load its details.

You can also **Create a New Company** in this page

Company details are listed and may be modified accordingly

Adding a New Company

Company Details

My Company Details 

♥ Company Details

Company Name *	<input type="text" value="Big Business Ltd"/>
Business Activity *	<input type="text" value="Big Business"/>
Employer Type *	<input type="text" value="Registered Company"/>
VAT Number	<input type="text" value="12345678"/>
PE Number *	<input type="text" value="123456"/>
Company Number	<input type="text" value="C123456"/>
Description	<input type="text" value="We think big. We sell big. We offer big service to our clients!"/>

Fill in all details accordingly

Fields marked in a red * are obligatory

Adding a New Company

Company Location

📍 Company Location

Country *	MALTA
Locality *	SAN GILJAN
Street *	IX-XATT TA' SPINOLA
Number *	123
Address Name	Swan Court
Address Subdivision	Flat 2B
Postcode *	STJ1234

Selecting a locality will impact the list of streets available

It is important to fill details in full.

Adding a New Company

Company Contact

The screenshot shows a 'Company Contact' form with the following fields and values:

Field	Value
Contact Name *	Jack Big
Email *	jack.big@emails.com
Designation *	CEO
Telephone	21234567
Mobile	79234567
Fax	25234567

A 'Save' button is located at the bottom right of the form.

A company contact e-mail can expect to receive related notifications – so choose the contact email wisely.

Processing is completed following all required documentation are dispatched to Jobsplus

Press the 'Save' button to proceed.

Thank you for your attention

Further queries can be made via
email to: it.jobsplus@gov.mt