

Article Number:
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Email Title:	Notify Admin of New and Modified Job Posting	Email ID:	48
Module:	Job Board	Email Recipient(s):	Admins
Email Trigger:	When recruiters post a new job or modify an active job posting.		
This email template has a generic message at the GradLeaders Standard level. It is sent automatically when a recruiter posts a new job or modifies an existing active/approved job. Admins may edit the email template with custom wording on the Job Program.			
Available Email Variables: ContactFirstName - {contactfirstname} ContactLastName - {contactlastname} ContactName - {contactname} JobTitle - {jobtitle} JobDesc - {jobdesc} JobNumber - {jobnumber} Organization - {orgname} PostDate - {postdate} AccountManager - {accountmanager}			
This email is controlled by the following program settings (if applicable): JB PID > Job Board Settings > Employer - Notify Admin of New Job Posting = Yes Note(s): If the recruiter has an account manager selected on the admin recruiter profile, then the account manager will receive the email. Otherwise, the email is sent to the Job Board To email set on the job board Main settings.			
<i>Note: If you do not have access to the configuration, please use the "Contact" link above for assistance with modifying your email templates or contact a GradLeaders Representative</i>			

Posted by: KB Admin - Sep 21, 2010 at 3:00 PM. This article has been viewed 2628 times.
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