

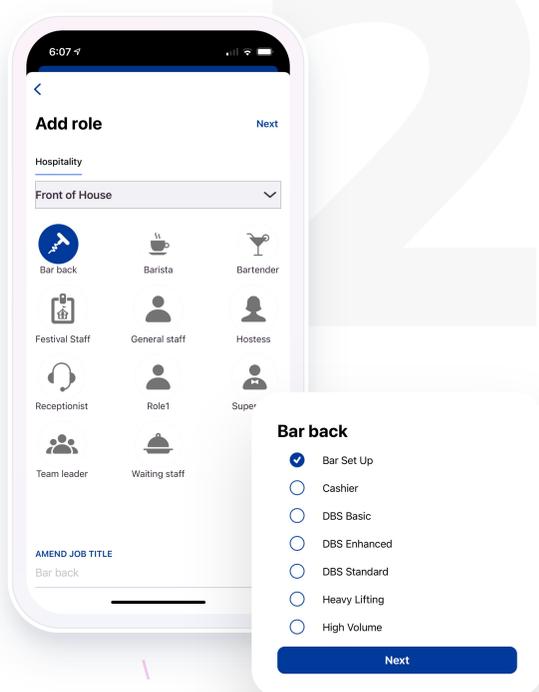
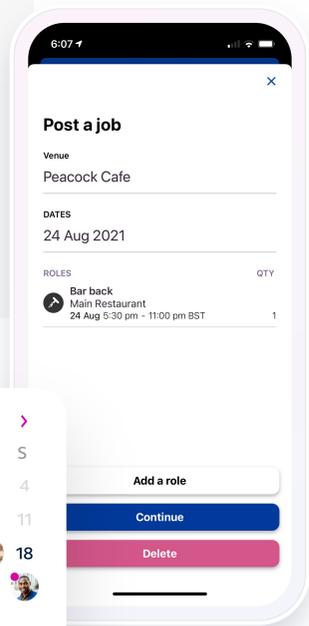
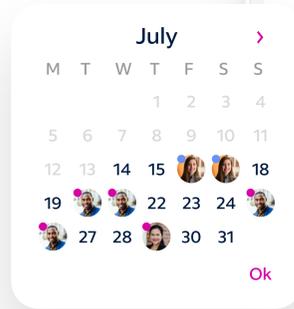
How to post a job on Indeed Flex

Getting started

Open the Indeed Flex app and go to the 'My Jobs' tab at the bottom. Select 'Create new job' and choose the venue the job is for. Here you should also select the date of the shift and save.

Top tip

Aim to post a shift with 5-7 days notice

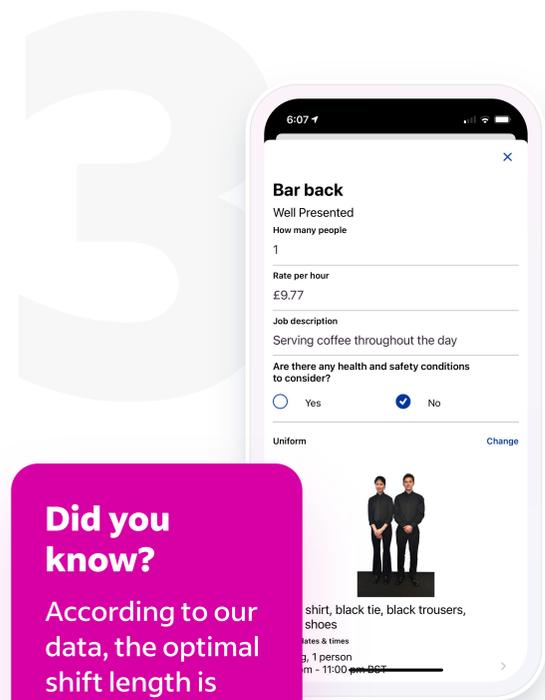


Sector & skills

It's now time to 'Add a role', choose the correct industry and job role required. Select each of the skills required from the list provided and click next.

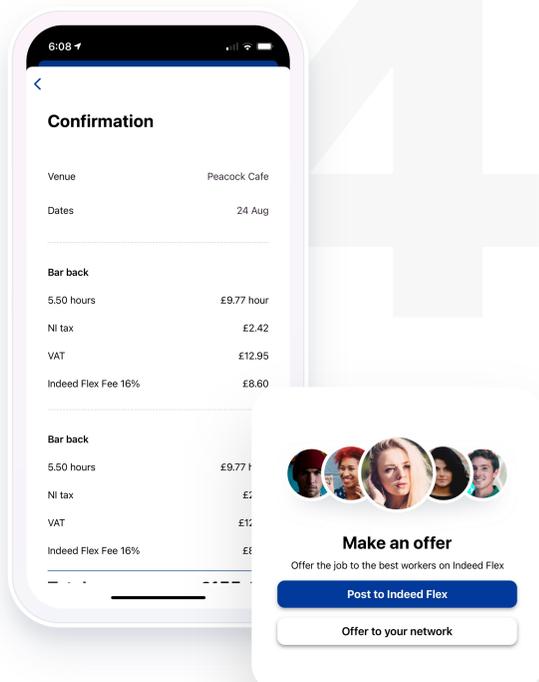
Job details

Here you need to fill in all the job details including how many workers you need, the hourly rate and a job description. It's important to add as much detail as you can to help build a well-rounded picture of the role to the worker. You'll also need to add the uniform requirements and the time of the shift. Once you're finished select 'Add role'.



Did you know?

According to our data, the optimal shift length is 6 hours



Final steps

Check the details and select continue. Next you'll be asked 'Is this an event?' And 'Save as template?'. You can choose to skip if this isn't applicable. Finally, it's time to post the shift and choose who you wish to offer it to.