

The screenshot shows the 'Organizational Management' section of the Securex HRonline interface. A dropdown menu is open for 'Create Job' under the 'Job Catalog' section. The form below shows fields for Job Name, Abbreviation, Start date, and End date, with a 'Save' button.

1 Organizational Management

2 Create Job

3 Job Name

4 Save

Job Catalog

JobCatalog - [50409211]

Job Catalog - [50409212]

Assistant Marketing Ass Marketin - [50425330]

Assistant Ressources Humaines Assistant RH - [50425265]

Chef Equipe Chef equipe - [50425351]

Comptable Comptable - [50425353]

Conseiller de vente CR vente - [50425374]

Directeur Ressources Humaines Rsp RH - [50425352]

Electricien Electricien - [50425408]

Job Name

Abbreviation

Start date

End date

Save

Cancel

- 1 Navigate to **Organizational Management > Job catalogue**.
 - 2 In the **Job catalogue**, position yourself on the family of the chosen function. Click **Create Job**.
 - 3 Complete the co-worker's data in English, French and German.
 - 4 To validate this setting, click **Save**.
- ! • Do not forget to link this job to the selected position!
- You have the option to include a description of the job and modify the job in the catalogue if required.