IBABC

IBABC Job Board Admin Authorization Form

This form authorizes an employee of an IBABC member brokerage to act as its job board administrator, responsible for posting job listings to and removing them from the IBABC job board. There can be one job board administrator per brokerage location.

Only IBABC member brokerages can access the employer section of the job board. If you are an IBABC member in good standing, you are required to name a Brokerage Admin Contact and/or a Corporate Proxy Voter for your brokerage organization . Either will be able to authorize someone as a locations job board admin. If you still need to do this or are unsure of who is the admin contact or Corporate Proxy Voter for your organization, please contact Jennifer Lipke at jlipke@ibabc.org.

Accessing the job board to post jobs is done through the job board admin's profile on IBABC.org. The person designated as a job board admin will need to set up or activate their profile if they haven't already done so. If the designated job board admin has previously registered for an IBABC event, course or webinar, they will already have a profile to activate by going to "My Portal Login" on the home page and choosing "First Time Login." If they have trouble activating their profile or need to create a new one, please contact profile@ibabc.org.

Please complete this form with the signature of your Brokerage Admin Contact or Proxy Voter and return it to Jennifer Lipke at jlipke@ibabc.org.

Please be advised that:

_____
Name of individual

_____
Phone number

_____
Licence number (if applicable)

_____
Email address

will serve as
Job Board Admin for :

_____
Name of brokerage

_____
Address of brokerage

by the authority of:

_____
Signature of Brokerage Admin Contact or Corporate Proxy Voter

_____
Print name

_____
Licence number (if applicable)

_____
Email address

_____
Phone number