How to Duplicate A Job Post in easy.jobs?

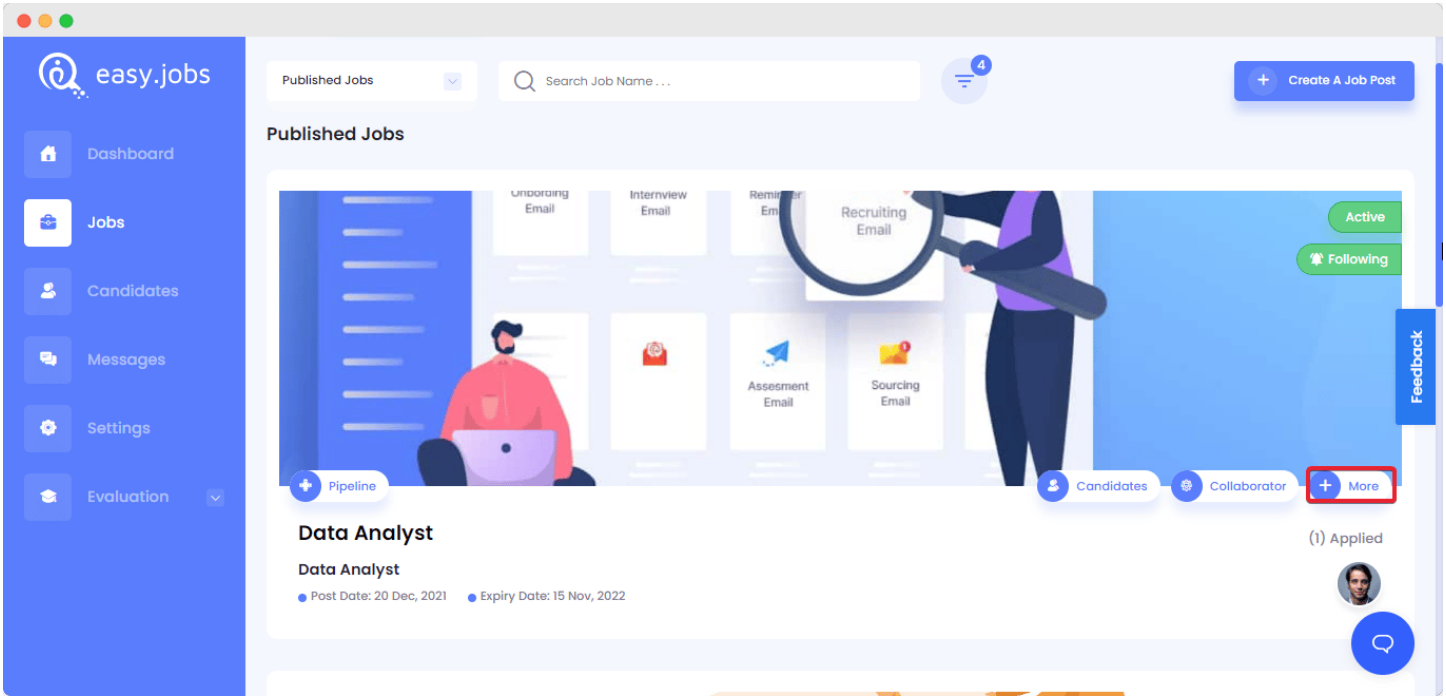
Job Posts · https://easy.jobs/docs/duplicate-job-post/

Check out the guideline below to learn how to **duplicate job posts** in easy.jobs.

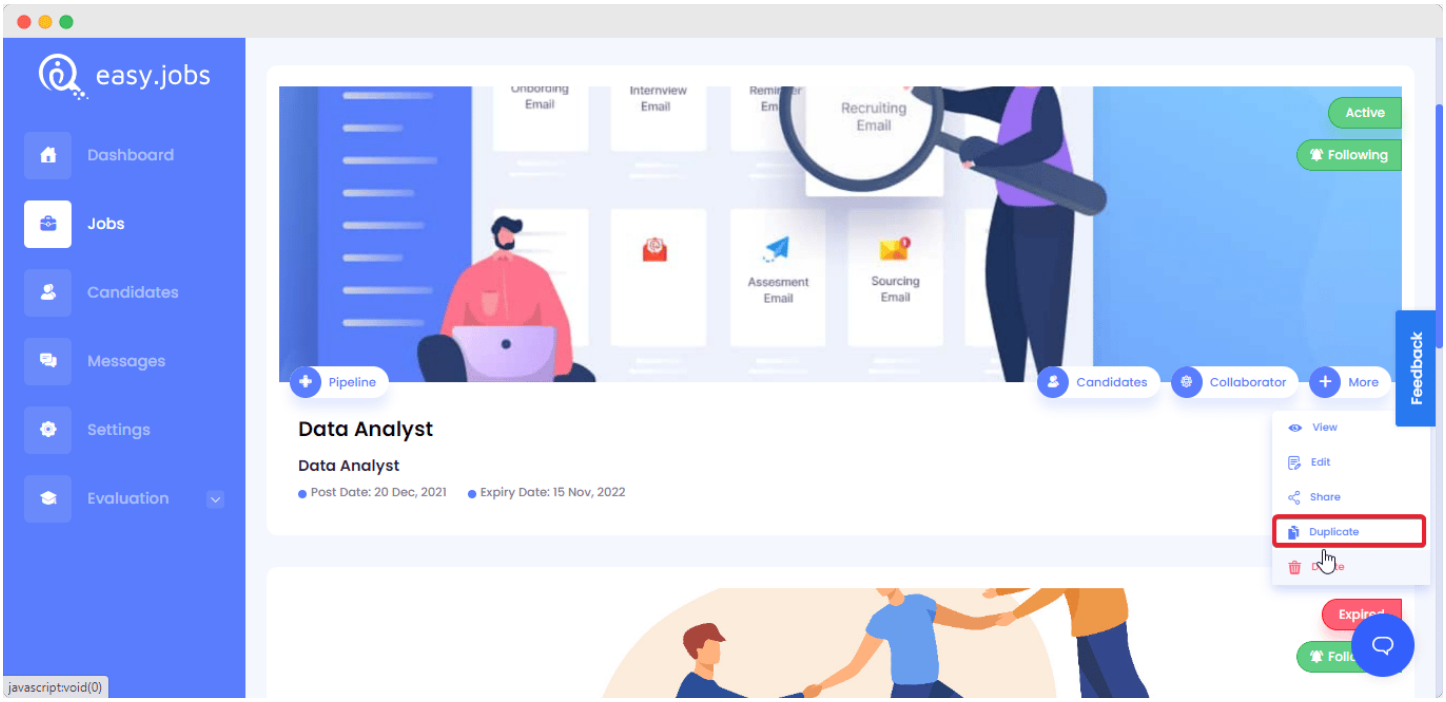
Embedded media: https://www.youtube.com/embed/unrHfYUqEIA?feature=oembed

Step 1: Log in to your easy.jobs account and click on **Jobs** from the left sidebar.

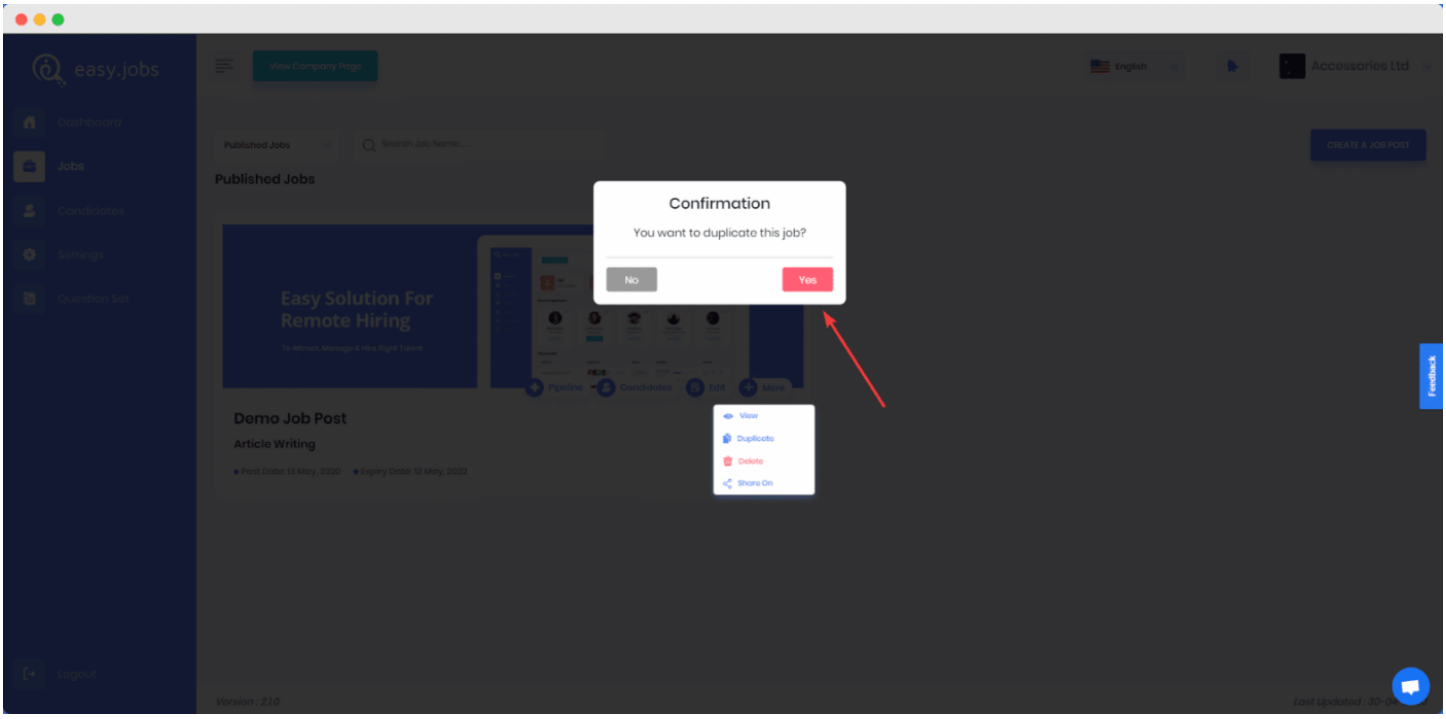
After that, you will see a button named **'More'** on your job post, click on that button.



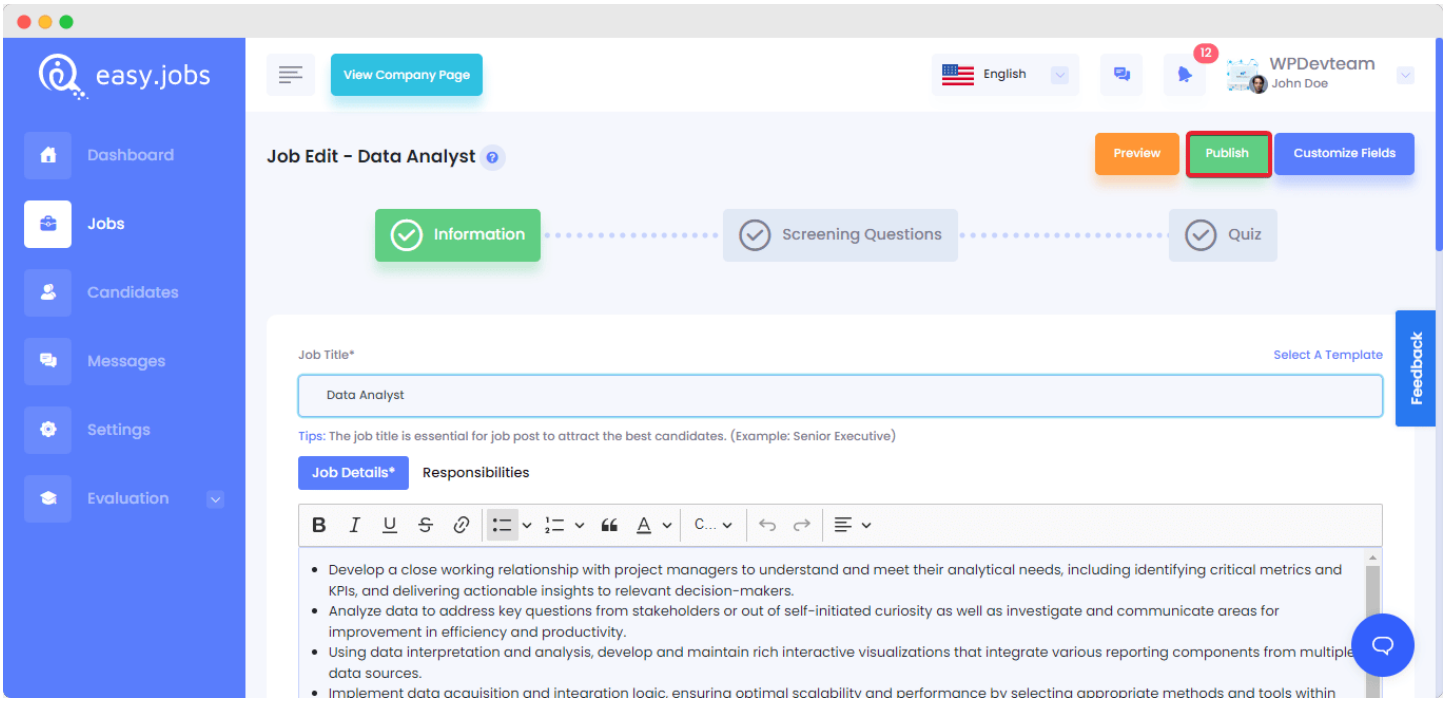
Step 2: After that, click on the 'Duplicate' option.



Step 3: After clicking on the **Duplicate** button, a confirmation popup will appear on the screen. Press on the **Yes** to confirm it.



Step 4: You have successfully duplicated the job, if you think it needs some modification then you can do it here. If you think there is no need for modification, then you can publish the job by pressing the **Publish** button.



This is how you can duplicate a job post in easy.jobs. If you need any help, feel free to contact us or join our Facebook community to get connected with other company owners like yourself.