

# User Guide

For Job Applicants



# Discover your potential with us!

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Imagine joining a team where collaboration fuels innovation and your unique talents are the driving force behind shared success.

We're eagerly anticipating individuals like you, poised to bring fresh perspectives that will propel our team to new heights.



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# Create an Account

## Option 1

Applying via a published job advert — click on Apply Now.

**Title:** Assistant Manager - Data Science

**Job Requisition ID:** 890

**Location:** Sri Lanka

**Strategic Business Unit:** Brandix Apparel Limited

**About the Company and Job Details:**

**Scope**

As Assistant Manager - Data Science, you will be reporting to the Senior General Manager – Business Transformation of the Brandix Group. You will be responsible for leading the Brandix Analytics CoE and supporting the journey to become an analytics-driven company by identifying business problems that can be solved using data and analytics. The role will require you to build relationships with business users and ensure that insights generated from analytics are meaningful and actionable to influence business users in implementing the recommended actions. The individual will also evaluate and quantify the benefits from the recommended initiatives and promote the use of analytics for decision-making across Brandix.

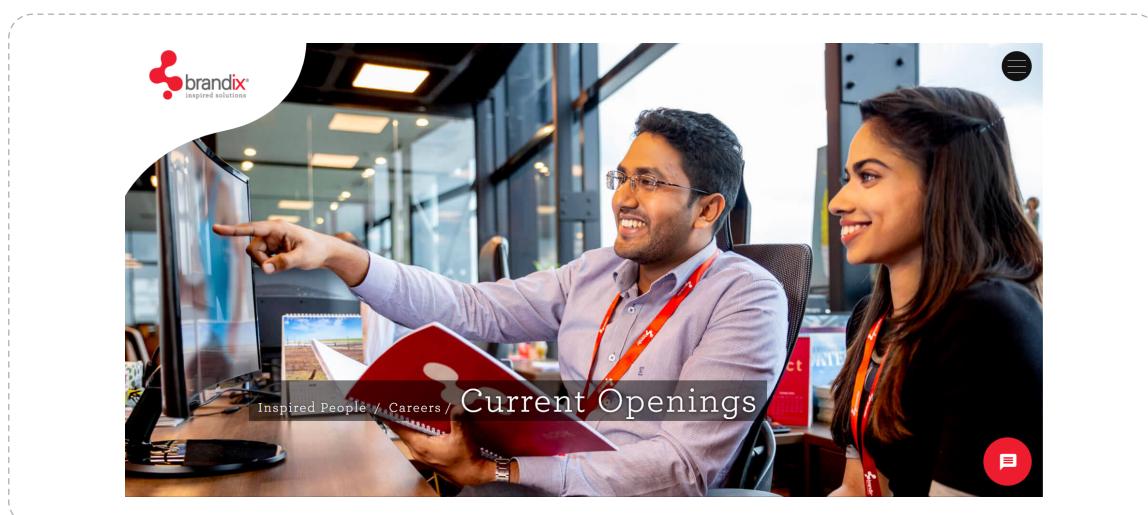
Apply now >

## Option 2

If you are a candidate looking for current vacancies at Brandix, please follow the below steps.

### Step 1

Visit <https://brandix.com/inspired-people/careers/current-openings> to access Brandix Careers page



## Step 2

Click on Apply Now to join our team.

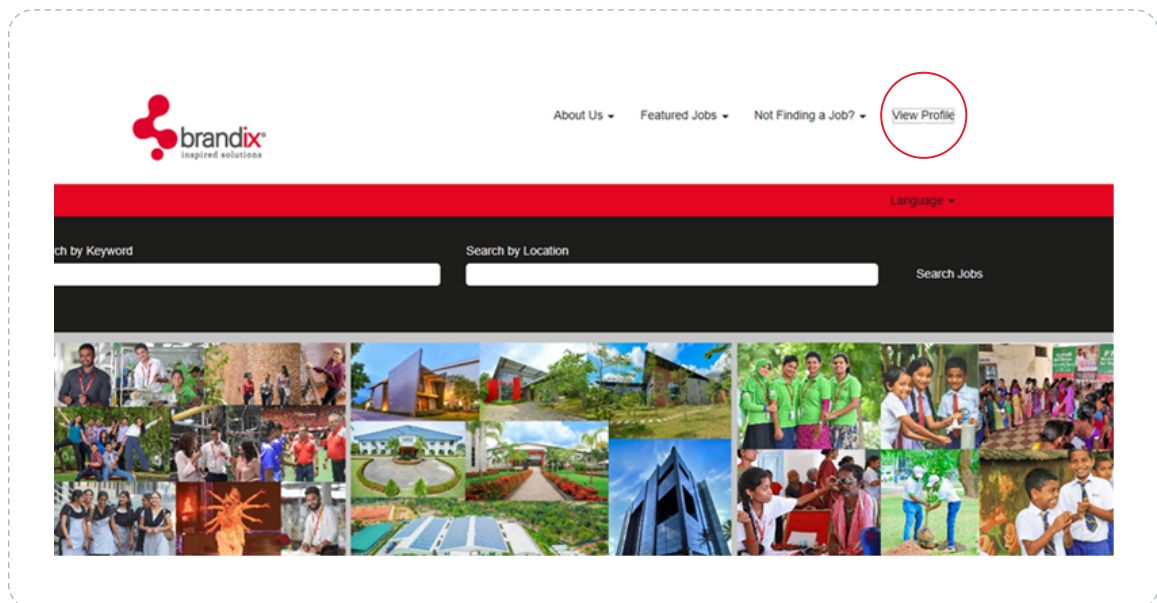


# Ready to Join Our Team?

[Apply Now](#)[Chat with Us](#)

## Step 3

Profile Register - Click on [View Profile](#) to navigate to the log-in page.



If you are not a registered candidate, please create an account following the below steps

## Step 4

### Create an Account

4.1 : Click on Create an account to register as a new user.

### Career Opportunities: Sign In

**Have an account?**  
Please enter your login information below. Both your username and password are case sensitive.

\*Email Address:

\*Password:

[Forgot your password?](#)

**Not a registered user yet?**  
[Create an account](#) to apply for our career opportunities.

4.2 : Complete the form to successfully create an account.

### Career Opportunities: Create an Account

Already a registered user? [Please sign in](#) Login credentials are case sensitive

\* Email Address:

\*Retype Email Address:

\*Choose Password:

\*Retype Password:

\*First Name:

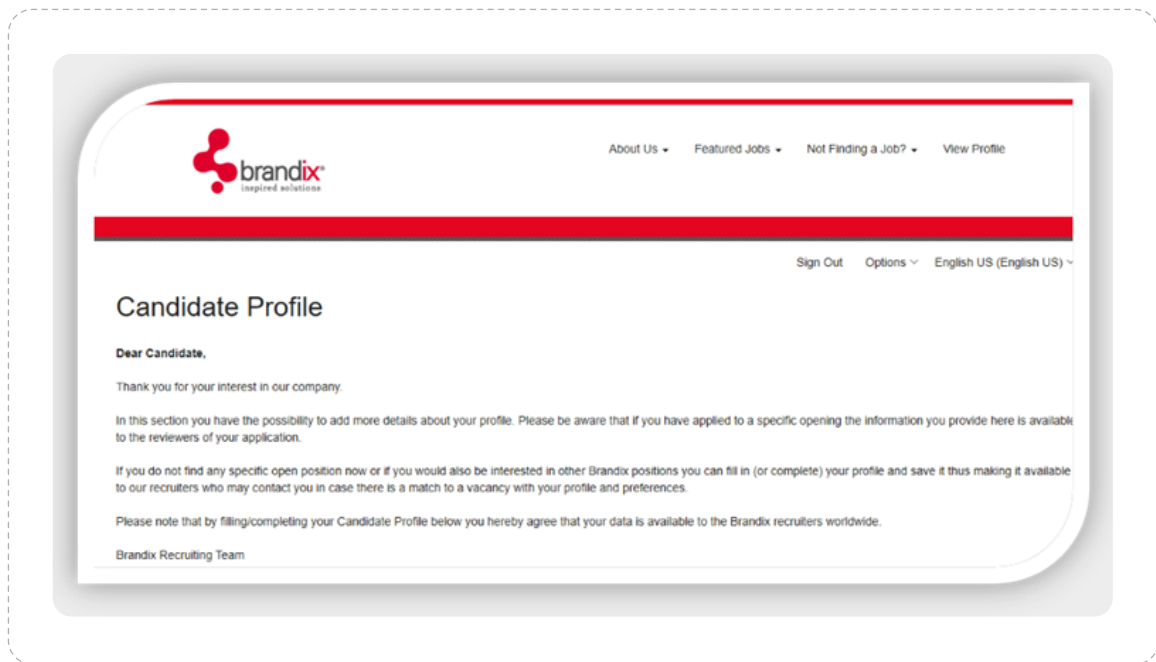
\*Last Name:

\*Country/Region of Residence

Notification: ☒ Receive new job posting notifications

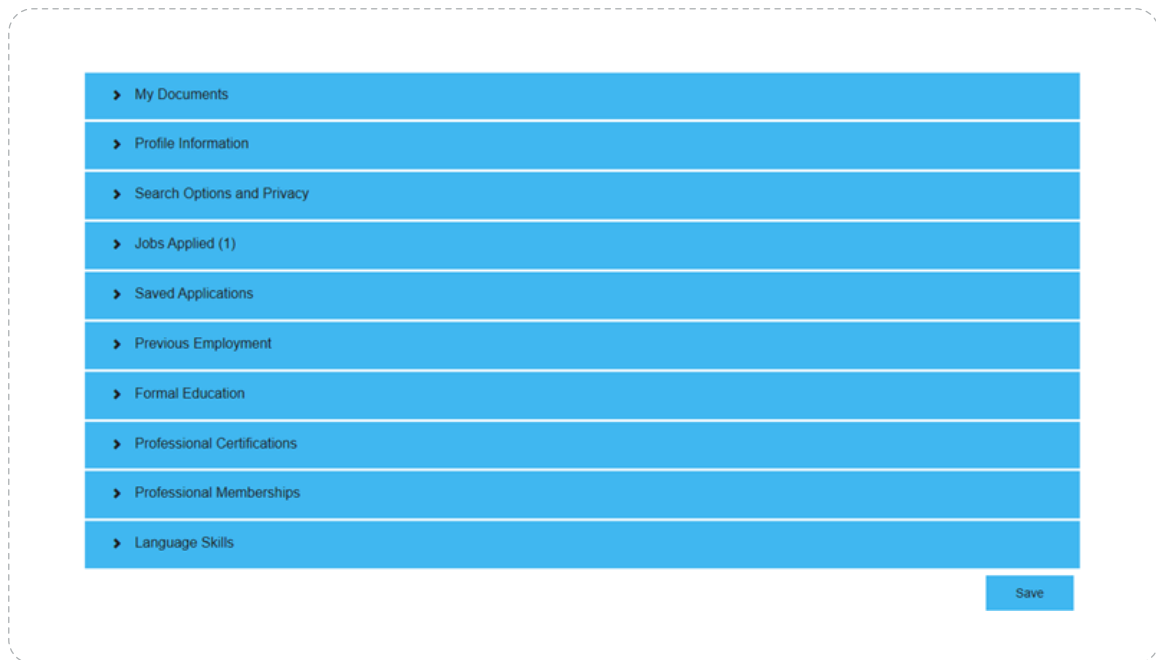
\*Terms of Use [Read and accept the data privacy statement.](#)

4.3 : Acknowledgement of successful registration. You will receive an email to your personal email account that was used to create the profile notifying your successful registration in the Brandix Talent Community site.



# Creating Candidate Basic Profile

Upon successful registration, you will be able to complete your basic profile and save.



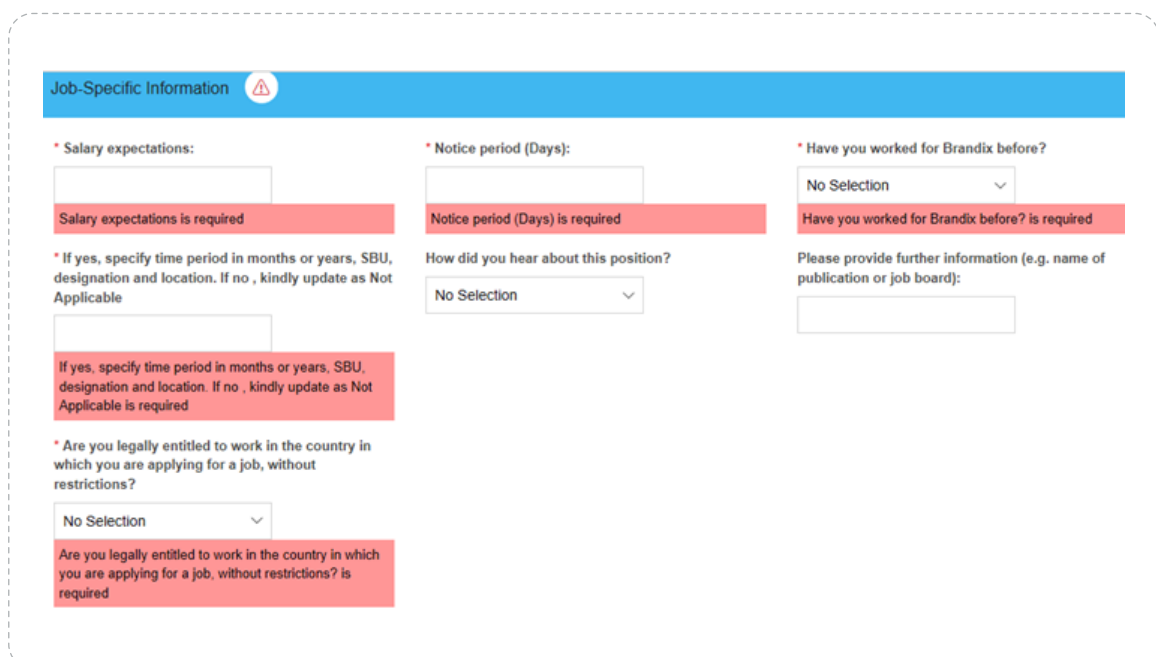
The screenshot shows a list of profile fields within a dashed box. The fields are represented by blue bars with a right-pointing arrow and the following text:

- My Documents
- Profile Information
- Search Options and Privacy
- Jobs Applied (1)
- Saved Applications
- Previous Employment
- Formal Education
- Professional Certifications
- Professional Memberships
- Language Skills

A blue 'Save' button is located at the bottom right of the list.

## Step 1

Fill in the Job Specific information.



The screenshot shows the 'Job-Specific Information' form with a blue header bar and a warning icon. The form contains several sections with input fields and validation messages:

- Salary expectations:** A text input field with a red validation message: "Salary expectations is required".
- Notice period (Days):** A text input field with a red validation message: "Notice period (Days) is required".
- Have you worked for Brandix before?:** A dropdown menu with "No Selection" selected. A red validation message: "Have you worked for Brandix before? is required".
- How did you hear about this position?:** A dropdown menu with "No Selection" selected.
- Please provide further information (e.g. name of publication or job board):** A text input field.
- Are you legally entitled to work in the country in which you are applying for a job, without restrictions?:** A dropdown menu with "No Selection" selected. A red validation message: "Are you legally entitled to work in the country in which you are applying for a job, without restrictions? is required".

## Step 2

Upload your personal documents.

▼ My Documents

Accepted file types: DOCX, PDF, Image and Text (MSG, PPT and XLS file types are not accepted for resume or cover letters)

\* Resume/CV:

MY RESUME.pdf  
(05/06/2020)

Cover Letter:

Attach a Cover Letter

Supporting Documentation:

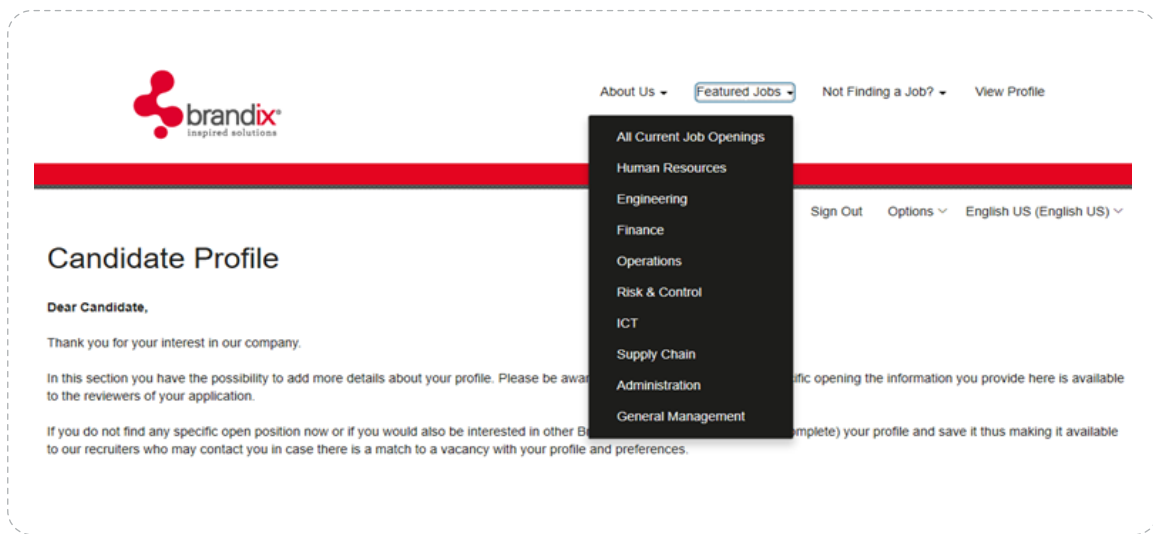
Add a Document

# Apply for a Job Vacancy

If you are looking for a specific vacancy:

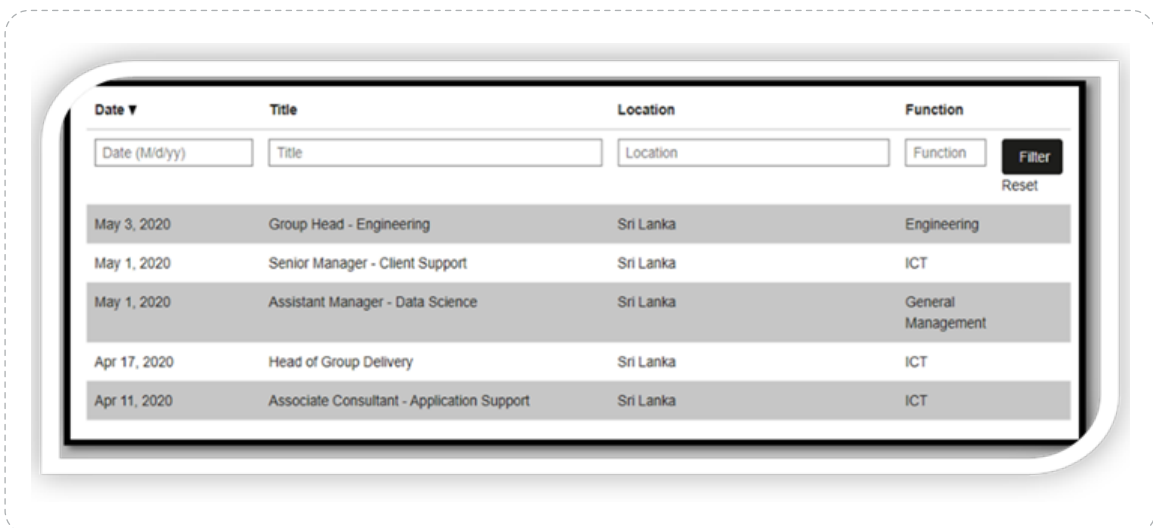
## Step 1

Click on 'Featured Jobs' and select All Current Job Openings to navigate to view all vacancies.



## Step 2

You will be able to select the desired job vacancy from the list of current openings. E.g. Assistant Manager — Data Science.



## Step 3

Job Advert - Click on [Apply Now](#) to proceed with the Job Application.

**Title:** Assistant Manager - Data Science

**Job Requisition ID:** 890

**Location:** Sri Lanka

**Strategic Business Unit:** Brandix Apparel Limited

**About the Company and Job Details:**

**Scope**  
As Assistant Manager - Data Science, you will be reporting to the Senior General Manager – Business Transformation of the Brandix Group. You will be responsible for leading the Brandix Analytics CoE and supporting the journey to become an analytics-driven company by identifying business problems that can be solved using data and analytics. The role will require you to build relationships with business users and ensure that insights generated from analytics are meaningful and actionable to influence business users in implementing the recommended actions. The individual will also evaluate and quantify the benefits from the recommended initiatives and promote the use of analytics for decision-making across Brandix.

**Responsibilities**

- Build, implement and support client teams with analytical and modelling initiatives
- Problem-solve and offer solutions using analytics
- Drive change management to ensure a more data and analytics driven culture
- Identify business problems that can be solved using data and analytics
- Manage a team of analytics professionals within the Analytics CoE and deliver actionable insights


Apply now >

## Step 4

Refer 'Step 01' under Candidate Basic Profile chapter to proceed with the next steps.

## Step 5

Acknowledgement - The candidate will receive an email to his/her personal account through which he/she applied for the vacancy as an acknowledgement.



**brandix**  
inspired solutions

About Us ▾    Featured Jobs ▾

Your application has been sent. Thank you!

Back to Job Listing    View Profile

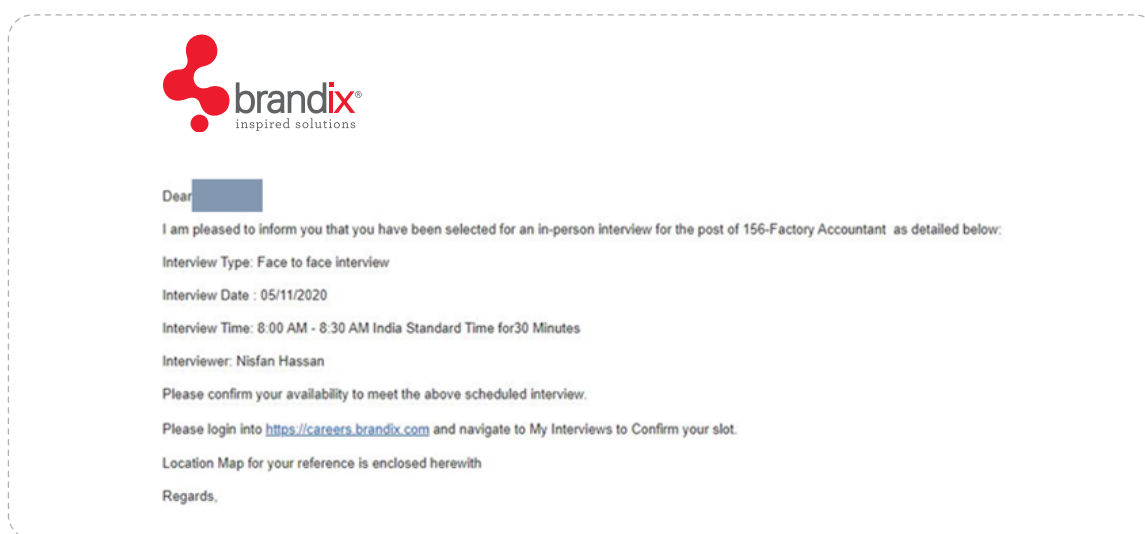
Once you successfully create your profile and/or apply for a given vacancy, Brandix Recruitment Team will contact you through an email.



# Interviews

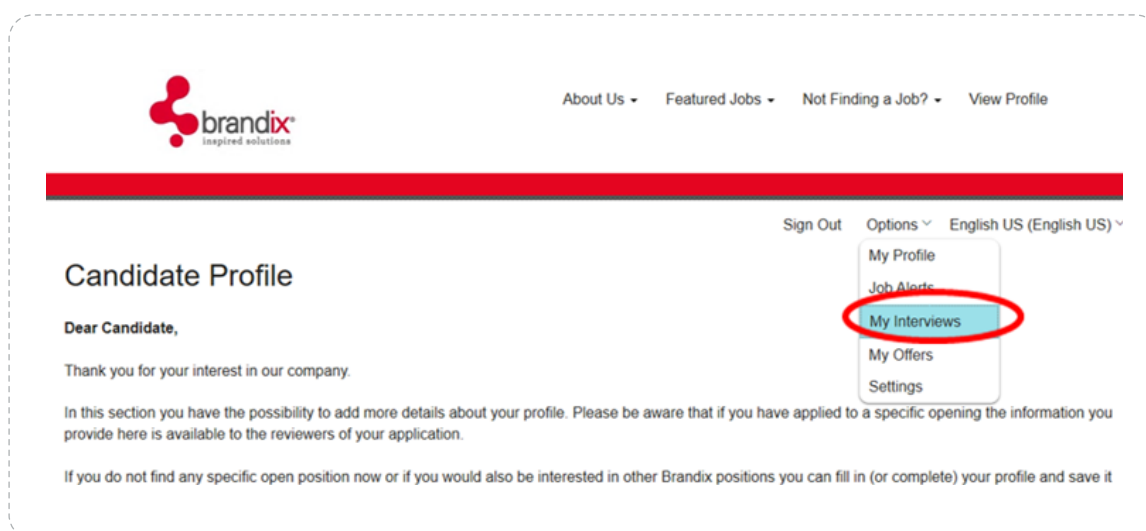
## Step 1

You will receive an interview confirmation email to your email account that was used to create the profile. Details of the interview and the log-in link will be attached in the email.



## Step 2

Log-in to your profile and navigate to My Interviews under options tab.



### Step 3

Candidate Acceptance - Navigate to My Interviews and confirm your interview time-slot.

HOME JOB SEARCH JOB MANAGEMENT PASSWORD MANAGEMENT MY PROFILE **MY INTERVIEWS** MY OFFERS Welcome, :

## My Interviews

Previous Interviews (1)

0  
Open Slots  
Completed

**Interview 2 (30 Minutes)**  
156-Factory Accountant

Interview Type  
Face-to-Face

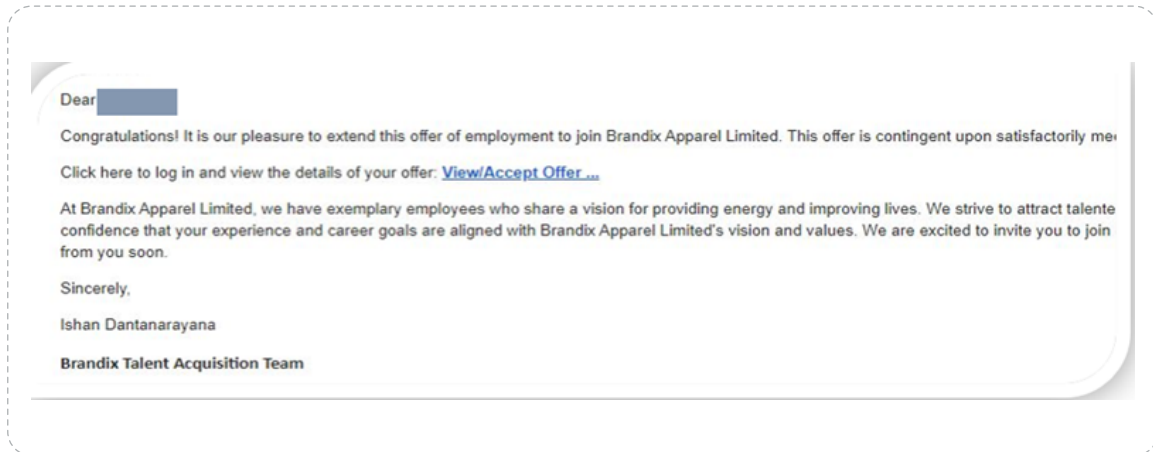
Your Contact  
✉ Ihsan Kamil  
94 114751111

DOCUMENTS  
📍 Map to Fast Fashion, Welis

# Job Offer

## Step 1

Once you have been selected, you will receive an email with the Job offer link as below.



## Step 2

Click the link and navigate to My Offers to view your Online Offer.



### Step 3

Job offer Acceptance - Accept or Decline the online offer. For assistant use Email Recruiter tab to connect with the recruiter.

ME JOB SEARCH JOB MANAGEMENT PASSWORD MANAGEMENT MY PROFILE MY INTERVIEWS **MY OFFERS**

Welcome, shafwan saleem Sign Out Language: English US (Englis

#### My Offers

156-Factory Accountant (1025) - Pending Offer Letter

Location BFF - WELISARA - CEN (LC32)  
Offer Date 05/09/2020

Offer Letter Print Download

Dear [REDACTED]  
[[CANDIDATE\_CITY]], Sri Lanka [[CANDIDATE\_DPS]]  
**OFFER OF EMPLOYMENT**  
With regard to the above, we are pleased to offer you employment at Brandix.  
Details are as follows:

• Designation	: 156-Factory Accountant
• Employment	: Employee
• Start Date	: June 20, 2020
• Monthly Basic Salary	: [REDACTED]
• Leave	: As per the Shop & Office Act
• Resignation Notice Period	: 3 months
• Age of retirement	: 55 years
• Insurance Coverage	: As per Company policy

**Accept Offer**  
By clicking Accept Offer you understand and agree to the terms of this offer

**Decline Offer**

Email Recruiter



[www.brandix.com](http://www.brandix.com)