



Searching for jobs on SecsintheCity

1. Keyword search

The 2 quick search boxes are for keywords (e.g. job title) and location. Use keywords to search for relevant jobs.

To search for an exact phrase use inverted commas: "Executive Assistant"

To search for jobs that contain more than one keyword, use uppercase AND: french AND speaking AND PA

To search for jobs that contain any of a list of keywords, use uppercase OR or simply leave a space: DTP OR graphics; DTP Graphics

To exclude jobs with particular keywords, use uppercase NOT: PA NOT reception

Jobs that contain all your keywords are considered more relevant and will appear higher in the search results.

2. Location

If you're looking for jobs in a specific location, you can specify a region, town or even a postcode. As you start typing, you'll be given a list of suggestions – simply select the one you want. You can choose a large region like a county or narrow your search by selecting a town.

You can increase or decrease the radius of your search, by selecting how many miles you wish to commute from the specified location.

3. More search options

Increasing your search criteria (by selecting salary or age of job advert, for example) will focus your job search, producing fewer results that match your requirements more closely.

4. Improving the relevance of your search results

If you don't get enough results, remove some of your search criteria. If you get too many results, you can choose to specify more criteria. Sometimes you might see results that seem irrelevant to the search you have conducted. This may be due to miscategorisation by the advertiser. However, we are continually refining the way our search algorithm works, so please email us with your suggestions: help@SecsintheCity.com.