



USER GUIDE

FOR JOB APPLICANTS



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Create an Account

Option 1

Applying via a published job advert – click on **Apply Now.**



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.

Option 2

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

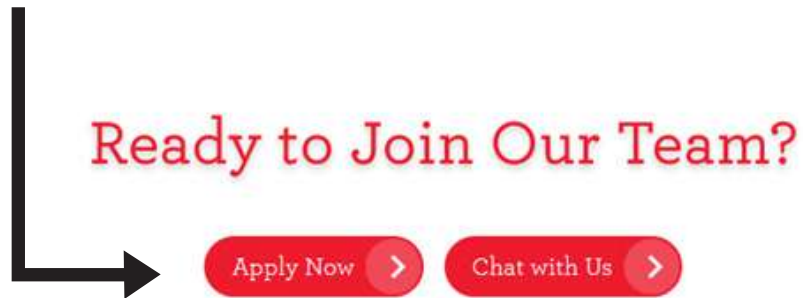
Step 1

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



Step 2

Click on **Apply Now** to join our team .



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:

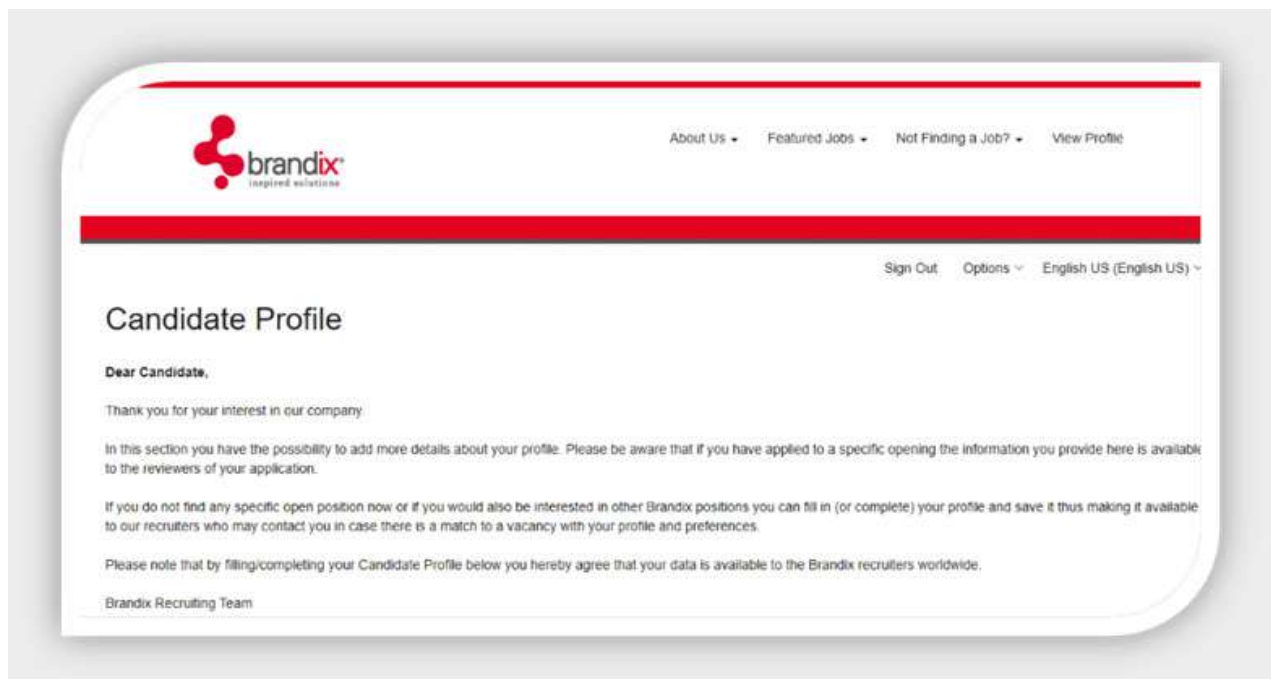
* Last Name:

* 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

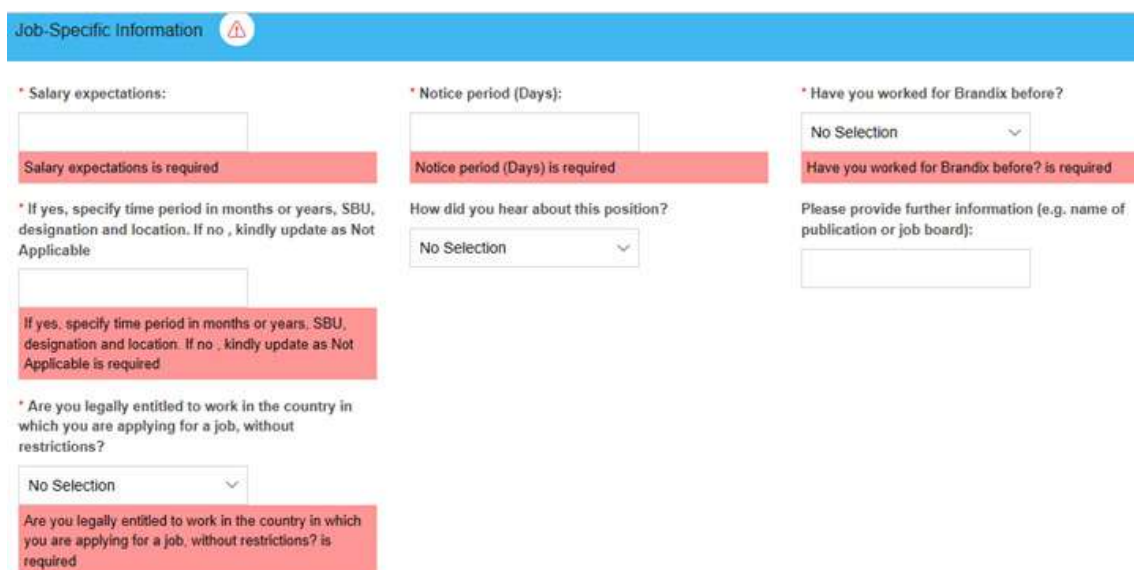
Upon successful registration, you will be able to complete your basic profile and save.



A vertical list of blue navigation buttons with white text and a right-pointing arrow icon. The buttons are: My Documents, Profile Information, Search Options and Privacy, Jobs Applied (1), Saved Applications, Previous Employment, Formal Education, Professional Certifications, Professional Memberships, and Language Skills. A blue 'Save' button is located at the bottom right of the menu.

Step 1

Fill in the **Job Specific information.**



The 'Job-Specific Information' form contains several fields with red error messages:

- Salary expectations:** A text input field with the error message "Salary expectations is required".
- Notice period (Days):** A text input field with the error message "Notice period (Days) is required".
- Have you worked for Brandix before?:** A dropdown menu with "No Selection" selected and the error message "Have you worked for Brandix before? is required".
- How did you hear about this position?:** A dropdown menu with "No Selection" selected.
- 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 and the error message "Are you legally entitled to work in the country in which you are applying for a job, without restrictions? is required".


Additional text in the form includes instructions: "* If yes, specify time period in months or years, SBU, designation and location. If no, kindly update as Not Applicable" and "Please provide further information (e.g. name of publication or job board):".

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)

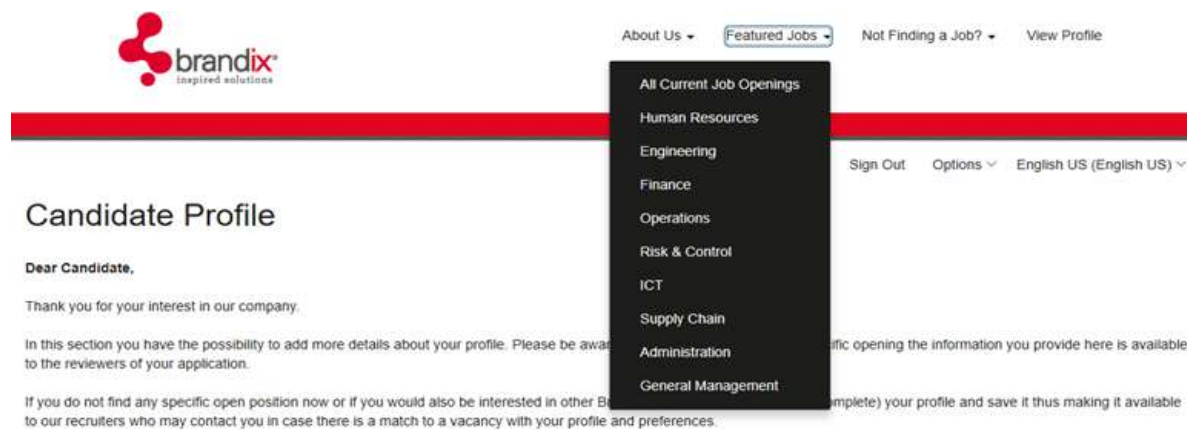
<p>* Resume/CV:</p> <div><p>MY RESUME.pdf (05/06/2020)</p></div>	<p>Cover Letter:</p> <div><p>Attach a Cover Letter</p></div>
<p>Supporting Documentation:</p> <div><p>Add a Document</p></div>	

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.**

Date ▼	Title	Location	Function
<input type="text" value="Date (M/d/yyyy)"/>	<input type="text" value="Title"/>	<input type="text" value="Location"/>	<input type="text" value="Function"/>
			<input type="button" value="Filter"/>
			<input type="button" value="Reset"/>
May 3, 2020	Group Head - Engineering	Sri Lanka	Engineering
May 1, 2020	Senior Manager - Client Support	Sri Lanka	ICT
May 1, 2020	Assistant Manager - Data Science	Sri Lanka	General Management
Apr 17, 2020	Head of Group Delivery	Sri Lanka	ICT
Apr 11, 2020	Associate Consultant - Application Support	Sri Lanka	ICT

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

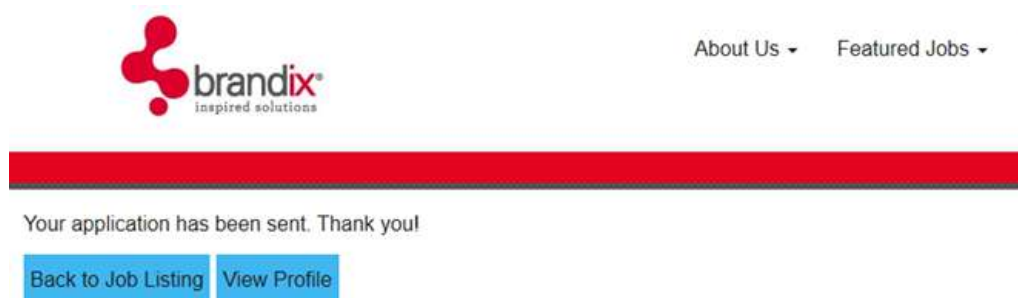
Apply now »

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**.



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.



Dear [REDACTED]

I am pleased to inform you that you have been selected for an in-person interview for the post of 156-Factory Accountant as detailed below:

Interview Type: Face to face interview

Interview Date : 05/11/2020

Interview Time: 8:00 AM - 8:30 AM India Standard Time for 30 Minutes

Interviewer: Nisfan Hassan

Please confirm your availability to meet the above scheduled interview.

Please login into <https://careers.brandix.com> and navigate to My Interviews to Confirm your slot.

Location Map for your reference is enclosed herewith

Regards,

Step 2

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



[About Us](#) - [Featured Jobs](#) - [Not Finding a Job?](#) - [View Profile](#)

[Sign Out](#) [Options](#) [English US \(English US\)](#)

Candidate Profile

Dear Candidate,

Thank you for your interest in our company.

In this section you have the possibility to add more details about your profile. Please be aware that if you have applied to a specific opening the information you provide here is available to the reviewers of your application.

If you do not find any specific open position now or if you would also be interested in other Brandix positions you can fill in (or complete) your profile and save it.

[My Profile](#)
[Job Alerts](#)
[My Interviews](#)
[My Offers](#)
[Settings](#)

Step 3

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



My Interviews

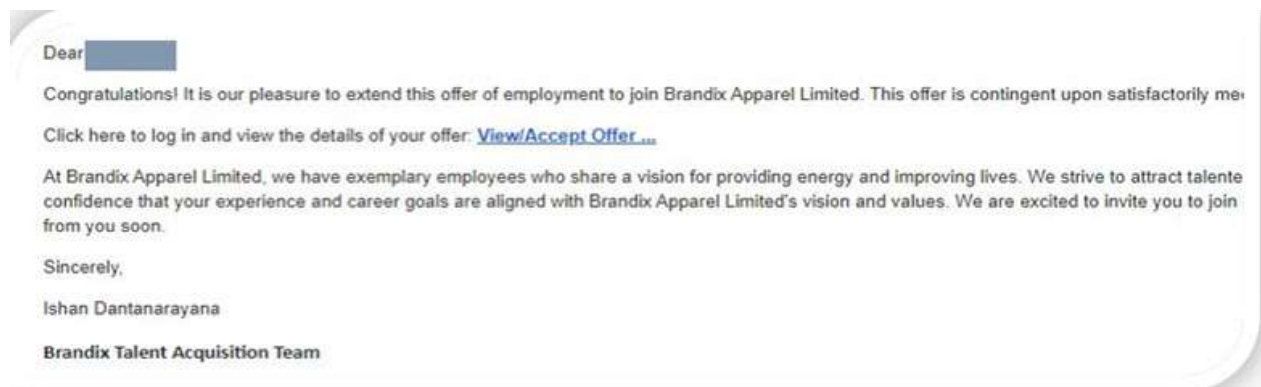
Previous Interviews (1)

<p>0 Open Slots Completed</p>	<p>Interview 2 (30 Minutes) 156-Factory Accountant</p> <p>Interview Type Face-to-Face</p> <p>Your Contact ✉ Ihsan Kamil 94 114751111</p> <p>DOCUMENTS 📄 Map to Fast Fashion, Wells</p>
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Job Offer

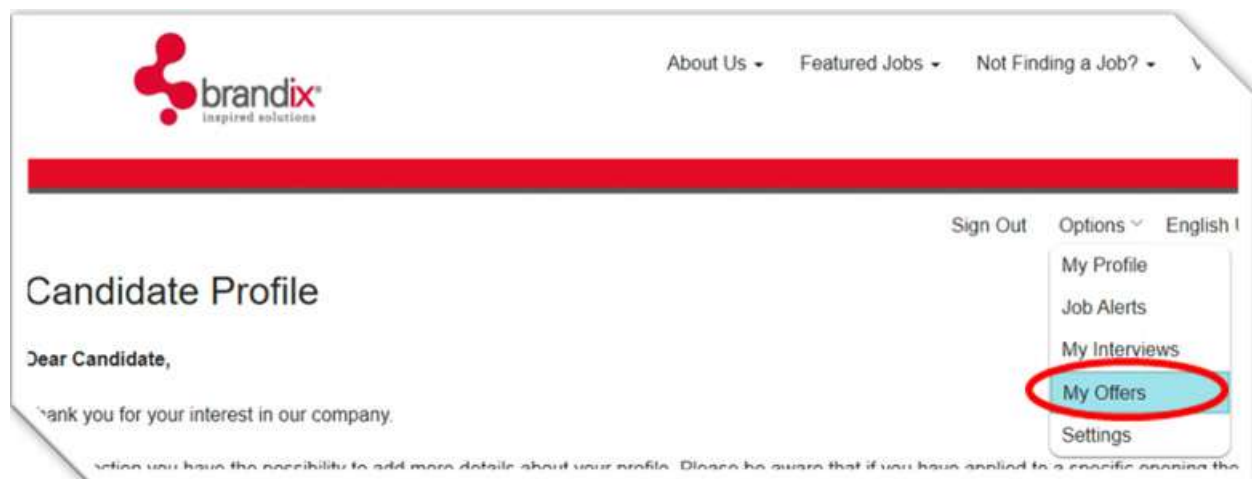
Step 1

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



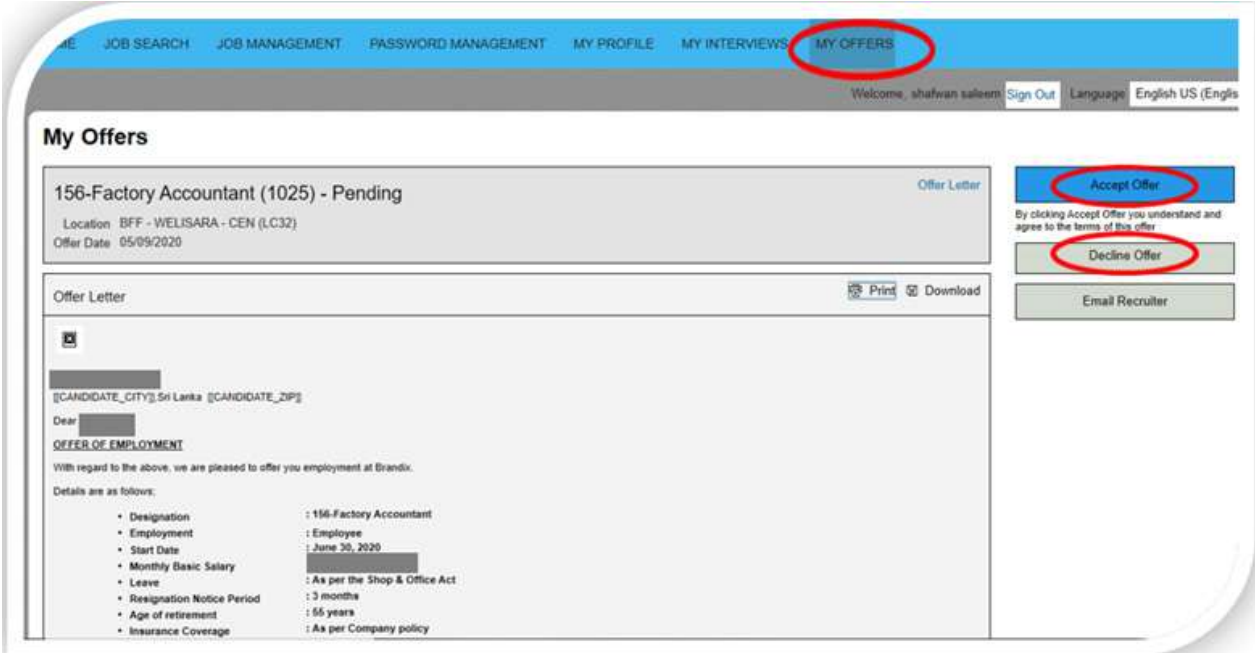
Step 2

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.



Navigation: HOME | JOB SEARCH | JOB MANAGEMENT | PASSWORD MANAGEMENT | MY PROFILE | MY INTERVIEWS | **MY OFFERS**

Welcome, shafwan salem | 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

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

Decline Offer

Email Recruiter

Offer Letter Print Download

Dear [REDACTED]

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 30, 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

www.brandix.com