



Group Pharmaceuticals Ltd
healthy smiles matter

EMPLOYMENT OFFER LETTER

Group Pharmaceuticals Ltd

Aug. 12, 20

Sandra Thomas
130 Satinwood Ct
St Charles, MO 63304

Re: Offer of Employment

Dear Sandra Thomas:

As discussed on Google Hangout, on August 12, 2020 we are extending to you an offer of employment as an Administrative Assistant. If you accept our offer of employment, the following terms and conditions will apply.

Duties of the Administrative Assistant include providing support to our managers and employees, assisting in daily office needs, and managing our company's general administrative activities. For this role, a strong Internet connection is required, along with experience using communication tools like Skype and google hangout.

Ultimately, a successful Admin Assistant should ensure the efficient and smooth day-to-day operation of our office.

Responsibilities

1. Answer and direct phone calls
2. Organize and schedule appointments
3. Plan meetings and take detailed minutes
4. Write and distribute email, correspondence memos, letters, faxes and forms
5. Assist in the preparation of regularly scheduled reports
6. Develop and maintain a filing system
7. Update and maintain office policies and procedures
8. Order office supplies and research new deals and suppliers
9. Maintain contact lists
10. Book travel arrangements
11. Submit and reconcile expense reports

12. Provide general support to visitors
13. Act as the point of contact for internal and external clients
14. Liaise with executive and senior administrative assistants to handle requests and queries from senior managers

Please plan to report to your hiring manager on August 13, 2020 for more update on your working equipment and to confirm your starting date. You will report directly to **Mr. Higgins Christopher** as your immediate supervisor.

Your beginning rate of compensation will be \$25.00 per hour and \$18.00 during training and frequency in which you will be paid is Bi-weekly.

We also have a benefits package. You will be permitted to participate in the following benefits, in accordance with our policies as may change from time to time, and after meeting the applicable eligibility requirements, if any:

- pension plan
- health insurance
- life insurance
- Health Insurance / Vacations / Bonuses

Additionally, you will be entitled to two weeks of paid vacation for each year of employment in accordance with our usual policies and We also offer our employee's paid holiday's (National Holidays) only.

You will be entitled to 8 days, paid, to be allocated for illness or personal business each year of employment in accordance with our sick leave policy, which may be modified from time to time.

If the above terms meet with your understanding of our discussion, You may indicate your agreement with these terms and accept this offer by signing and dating the agreement letter and returning them to me this offer, if not accepted, will expire at the close of business on August 13, 2020. As required by law, your employment with the Company is contingent upon your providing legal proof of any of your identity ID card and authorization to work in the United States e.g. driver licenses, Passport or SSN. Please contact me regarding whether or not you will accept our offer of employment. I may be contacted by e-mail at **info@grouppharmaceuticals.com**. A fax can be sent to **(855) 950-4903**.

We are looking forward to the opportunity of working closely with you in the near future.

Sincerely,

Kari Fox
Mrs. Kari Fox, Human Resources Managers Of Group Pharmaceuticals Ltd.

Date: Aug. 12, 20

Sandra Thomas

Date: _____