

# **Employment Contract - Full-Time**

This is an offer of employment as Operations Controller at Quantum Transport Inc. Should you accept this job offer; per company policy you'll be eligible to receive the following beginning on your hire date.

## Job Duties:

Providing financial, administrative and clerical services to General Manager of Financial Department: including processing, monitoring payments, expenditures, generating invoices, processing overdue invoices. Compilation of monthly statistics of payments and operations within the company's controlled financial segment. Performing the assigned tasks under the direction of the General Manager\* (includes office and practical tasks). \*During the trial period you will be under the direction of HR Manager.

## **Employee Compensation:**

Compensation paid to the Employee for the services rendered by the Employee as required by this Agreement (the "Compensation") will include a wage at the rate of \$28.30 per hour as well as any compensation paid for Overtime Hours plus a commission according to the following commission formula: 3-7% per each processed transaction.

This Compensation will be payable every two weeks while this Agreement is in force.

## **Probation Period:**

The parties agree that the initial two(2) weeks period of this agreement is "probationary" in the following respects:

- the Employer shall have an opportunity to assess the performance, attitude, skills and other employment-related attributes and characteristics of the Employee;
- the Employee shall have an opportunity to learn about both the Employer and the position of employment; Either party may terminate the employment relationship at any time during the initial three-month period without advance notice or justifiable reason, in which case there will be no continuing obligations of the parties to each other, financial or otherwise, except cases when the Employee has accepted the task, in which the third parties participate (this may be the customer or another person participate in this task). If the employee has not been available to work the full probationary period the length of the probation may be extended at the discretion of the Company.

## Benefits:

- RRSP retirement account;
- Child daycare assistance;
- Education assistance;
- Health, dental, life and disability insurance;
- Vacation and personal days.

# Disability:

In the event that the Employee cannot perform the duties because of illness or incapacity for a period of more than 1 week, the compensation otherwise due during said illness or incapacity will be reduced by 50% percent. The Employee's full compensation will be reinstated upon return to work. However, if the Employee is absent from work for any reason for a continuous period of over 1 month, the Company may terminate the Employee's employment, and the Company's obligations under this agreement will cease on that date.

Assumption of Agreement by Company's Successors and Assignees.

The Company's rights and obligations under this agreement will inure to the benefit and be binding upon the Company's successors and assignees. All technical or serviceable secrets are meant to stay in the company.

#### Personal Information:

Your personal information will only be located in our company database and will not be available for any third parties or people.

# Start Date (Please indicate the day you will be available to start the probation period):

Your employment with Quantum Transport Inc. is at-will and either party can terminate the relationship at any time with or without cause and with minimum 5 day notice.

You acknowledge that this offer letter represents the entire agreement between you and Quantum Transport Inc. and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon Quantum Transport Inc.

If you are in agreement with the above outline, please sign below. This offer is in effect for five business days.

# **Employee Signature:**

# **Employee Name:**

TRANSPORT BLOOM Signature of the Company Signature of the Corp. 1167048-4 CORP# 1167048-4

**HR Chief Executive Keith Done** 

printed name