



Welcome to Merck & Co. The information below is a briefing about our company, the job, and Instructions to assist you get aboard our work team.

## **ABOUT US**

Established in 1891 as the United States subsidiary of the German company Merck, which was founded in 1668 is a global healthcare company with a 125-year history of working to make a difference. Our business focuses on innovation and scientific excellence to deliver vaccines, medicines, and animal health products that can help millions around the world. With over 69,000 employees globally, our researchers have helped to find new ways to treat and prevent illness in people and animals around the world. We've done great things in the past. Today, we're doing great things for the future.

Take time out and go through our company website <http://www.merck.com> for more information on what we do at Merck & Co.

## **WHY YOU SHOULD WORK FOR US**

Imagine a career where every project you work on could help get a life-changing medication to patients and get them to market faster. So, when recruiting, we combine professional competence in such a way that a good balance work team is created. We're a diverse team of professionals focused on one goal: getting treatments into the hands of those who need them most. Working together, the results we bring to our clients, and the opportunities we bring to our team get better with every step.

## **OUR CULTURE**

A job at Merck is not just a job, it's a career. Many people are here for the long-term because Merck develops you as a person, as a scientist, and it develops your career down the road. The company has a commitment to you and to your future. It reveals itself in all decisions, big and small, as well as everyday practices. Our High-Performance Culture is based on our corporate values. We are empowered to decide and act for the overall delivery of a successful project. We expect every employee to proactively and decisively address and resolve issues, regardless of their role. As trusted experts, we are aware of our customers' needs and make decisions as if our customers were sitting next to us. To ensure client satisfaction, we constantly and flexibly seek proactive, profitable solutions. We consistently identify and create efficiencies and seek opportunities to continuously improve. Our employees have a voice and make a meaningful impact. No matter the role in our organization, embracing our culture and living it daily is critical to the personal success of our employees and the collective success of Merck & Co.

**2000 Galloping Hill Road.  
Kenilworth, N.J. 07033**



## **ABOUT THE JOB**

The job was made available due to the upgrading of our database; our aim is to target employees who will work from home or anywhere of their choice any as this is strictly an online work from home. The working hours are flexible, employees can choose to work in the morning, afternoon or evening. The regular pay-rate is \$24/hr. and \$20/hr. during training and payment is bi-weekly through direct deposit. We are always interested to meet like-minded individuals who can join us, help us grow and help us develop further in our progressive and inspirational organization.

### **PRIMARY DUTIES:**

Preparation of balance sheets (Mini), invoicing recording, proper data analysis of sales records and recording pay slips into accounting database all these will be done using the required software.

### **SECONDARY DUTIES:**

Employee will be connected to an online supervisor who will assign logs of duty daily which will be done using the Microsoft office tools and the other tailored company software. As for duties, employee hiring manager will assist with any difficulties by email. Work hours are flexible and all activities and corresponding time are to be recorded in an excel spreadsheet. Training is Mandatory, this is done to make sure job duties are carried out effectively.

### **TAXES:**

We will discuss tax planning prior to the year-end and review tax law changes to maximize employee tax saving opportunities. With an effective tax plan, there is greater assurance of tax been taken care of by the company.

All Information provided during interview will be recorded for reference purposes and stored in the company database. When training begins, a unique staff username and Password which will issued, this will be used to gain access to the work software suite installed on employee work pc (to begin training) and also grant access to company webserver/secure portal (to communicate securely and connect with other employees). Reform is nothing new to healthcare, but with the growth in technology, traditional paper, phone, and fax communications are woefully inadequate.



**Employee will be receiving the equipment listed below**

Apple Laptop (Apple iMac 27-inches with Radeon Pro Vega)

Laser Printer (HP LaserJet Pro M1536dnf) - (Includes; Fax machine, Scanner, Copier),

Laminating machine (Scotch Thermal Laminator 2 Roller System (TL901))

Fellowes Micro-Shred Confetti-cut paper shredder (Fellowes Power-shred MS-450Cs)

Jabra GN9120 (Flex Boom Headset)

*N: B - The company covers all cost for equipment*

**List of software that will be installed on the work PC**

BS 1 Accounting software 2017.8

Simply accounting

BS 1 Professional Time Billing 2017.8

Norton Ghost 15.0

MYOB business essentials PRO

Peachtree Premium Accounting 2017 (SAGE) US Patent Single Users Pack

Office 365 Home premium: Word, Power-point, Excel, Outlook.

Advanced G1 Time tracker software (Tailor made for all Merck & Co. personnel)

MERCK C.R.M v3.0 (+ fresh desk) (for Data /Entry / C.S.R worker)

MERCK secure-comm portal v1.0

MERCK time-tracker patch v2.0

A handwritten signature in blue ink, appearing to read "Celeste Warren", located below the list of software.

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**Celeste Warren**

**VP, Human Resources and Global Diversity and Inclusion COE**

**Merck & Co.**

**NOTE:** The company takes full responsibility of funding for employee equipment to get these materials from the company vendor (i.e. in most cases, no out of pocket cost involved). This will also prove employee commitment and trust worth to the company. It takes at least 2-3 days to completely setup a home office with the complete equipment.

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