



Diamond Sport pleased to extend our offer of employment for the position of Customer Service/Assistant.

Duties and Responsibilities

Your duties on a probationary period will include training and completing tasks related to this. These responsibilities include:

Book Flight/hotel, make event reservations. Mailings both sending, receive mails. Schedule my appointments. Account receivable and deposit duties. Planning and organizing meetings. Organizing travel, preparing complex travel itineraries. Drafting communications on my behalf with clients and vendors. Receive payments from clients. Communication with customers by phone or email.

Part-time work (In the daytime) 4 hours a day.

Effective date

The effective date is (*indicate the first day of work - start date*) _____(month/day/year).

Probationary Period

Your employment is subject to a probationary period of 3 months beginning on your start date. After probationary period you can make a choice continue to work with us permanently or quit.

Remuneration

Your rate will be \$1480CAD per biweekly. We will calculate and deduct statutory deductions for you at source. You will be paid (bi-weekly by direct deposit to the financial institution of your choice).

Confidentiality

While under our employ and after the termination of this agreement, you will not disclose the private and confidential affairs of the Diamond Sport and will not use for your own purposes or for those of any other person any information which you acquire about the business and affairs of Diamond Sport or about its management and methods of operations.

Termination

If your employment with Diamond Sport is terminated, you will receive written notice of termination, pay in lieu of notice, or a combination of the two in accordance with the rules of The Canada Labour Code.

If you are prepared to accept employment with Diamond Sport in accordance with the terms and conditions outlined above, please sign one copy of this letter and return it to me. The extra copy is for your own personal files.

We are delighted to have you join Diamond Sport and look forward to your acceptance of this offer.

Yours truly,

Senior Manager: Julie Davies
Main office: 100 Gloucester St, Ottawa, ON K2P 0A4
Tel: (613) 416-86-87
Diamond Sport
Website: diamondsport.ca

I hereby understand and agree to the terms outlined in this letter of contract.

Full name: _____

Address: _____

Dated: _____ (month/day/year)

Signed: _____(Name)