

JOB OFFER LETTER

MidPro Quality Control is pleased to offer you the position of Quality Control Associate. Your skills and experience will be a perfect fit for our growing team.

As a Quality Control Associate – you will be tasked with managing orders, perform a quality control inspection on each order, and check order details for accuracy. A Quality Control Supervisor will be assigned to you, and you will be reporting directly to them.

Your primary responsibilities will be:

- Managing shipments:
 - Receiving packages at your own address.
 - Picking up packages at the local postal office.
 - Arranging package deliveries and pick-ups.
 - Shipping out packages.

- Quality Control Inspection:
 - Inspecting each package for damages.
 - Inspect the contents of the package.
 - Confirm that the product quantity corresponds.
 - Remove and recycle any original invoices or packing slips.
 - Input your inspection data on your Control Panel.

You will be paid \$40 for each processed package, on a monthly basis. And will be receiving on average around 135 packages per month. During your probationary period, you would be receiving less than the average number of packages. This is done so that you could gradually get used to the required workload. The number of packages that you will be receiving will depend on two factors: processing speed, and inspection quality. And will be automatically determined by our algorithm.

Your first 30 days are considered a probation period, for which you will be paid in full. During this probation period – your Supervisor will be evaluating your performance. If your performance, skills, and interpersonal relationships are a good fit for our team – you will be offered to join our team on an Employment Contract basis.

Your probationary period will end in 30 days from the date you will sign your Job Offer Letter. In addition, your probationary period cannot end until all of your tasks that have been assigned to you during your probationary period are complete, including incoming packages and orders that are pending to be shipped.

You might be required to work on Saturdays (with prior notice), due to the fact that some orders might be delivered on Saturday. All orders that have been received during the week– must be processed and shipped out until Friday. In case there are any orders that you were not able to process until Friday – you will be required to ship them out no later than Saturday.

Being an Employee at *MidPro Quality Control* would provide you with the following benefits:

- Medical and Dental insurance
- Life insurance
- 401(k) plan
- Disability insurance
- Paid vacation

Your benefits will start after your probation period and from the date, you sign your Employee Agreement Contract.

If you would like to accept this Job Offer, please print, sign and date below. Your 30 day probation period will begin from the date this Job Offer Letter was signed by you.

This Job Offer is valid for 5 business days from the date you received it.

EMPLOYEE:

By: John W. Thayer
Signature

John W Thayer
Printed Name

02 / 05 / 2021
Date

MidPro Quality Control:

By: _____
Signature

Elizabeth Mendez, HR MANAGER
Printed Name

Date