Acceptance



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| **spschulze@stevefodorconstructions.com** |

 | 12:28 PM (3 hours ago) |  |  |
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| to me |

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Dear Cynthia,

After a thorough review of your resume, I am pleased to announce that
you are offered the position of Executive Assistant. Your first
assignment will begin on November 26, 2021. You will report after the
completion of each assignment to me via my email, and you will be
expected to provide with 6-7 hours of work per week.

The details of the assignment to be carried out from your location from
time to time are listed below:

\* Publish email newsletters

\* Communicate and coordinate with customers and visitors

\* Handle correspondence and transcribe documents

\* Prepare, organize, and ship proposals and meeting materials

\* Process customer inquiries via phone, chat, or email

\* Make travel arrangements

\* Online and offline promotion of the client's business

\* Manage contact lists and customer spreadsheets

\* Organize client's schedule

\* Set up meetings between the client and his customers

\* Write, edit or proof read articles and press releases

\* Complete market or internet research

\* Manage social media accounts for brands and blogs

Note:- Please be advised that you will only perform one of the above
assignments which is assigned to you weekly.

Note: You must be able to work remotely from your home-office using
computer, licensed software applications, phone, and internet connection
that will be provided to you and every steps to be carried out will be
communicated 2 days before the weekly assignment.

The pay for this position will be $400 USD per week and $30 will be
added to every extra hour. You will be given an assignment per week.
This amount will be paid by check.

Interview is not required for this position as this is a part-time
position. This role will be considered part-time, so you will not be
eligible for overtime compensation. The agreement between you and me
will be classified as at-will, which means either party may terminate
the agreement at any time, for any reason, with or without notice. If
you choose to accept this position, please reply this email with a brief
letter of acceptance.

Thanks for the interest.

Sincerely,

Spencer Schulze

Recruitment Specialist

Steve Fodor Construction,
22431 Antonio Pkwy. #B160-710
Rancho Santa Margarita, CA 92688
spschulze@stevefodorconstructions.com

On 2021-11-09 17:57, Cindy wrote:
> Attached please find my resume for the above referenced position.
>
> Thanks,
> Cindy

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|  | Yes, I accept.I accept this position.I'm not interested.ReplyForward |