Acceptance



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | | **spschulze@stevefodorconstructions.com** | | 12:28 PM (3 hours ago) |  |  |
| |  | | --- | | to me | | | |

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](mailto: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 |