

On-job-Training agreement as a Supply Chain Coordinator at
Access Technology Solutions Inc.

CONCEPT:

1. The Employer – Access Technology Solutions Inc.
2. The Candidate – a person who is offered the position of Supply Chain Coordinator at Access Technology Solutions Inc. for the training period.

INTRODUCTION:

According to the terms of this agreement, the Employer will employ the Candidate for the position of a Supply Chain Coordinator for the duration of one (1) month.

The purpose of the On-the-Job Training is to provide the Employer with an opportunity to evaluate the Candidate's skills and performance. The Employer familiarizes the Candidate with the processing of job duties according to the Employer's standards.

During the training period, the Candidate must fulfill a number of tasks representing the basic duties of a Supply Chain Coordinator.

COMMITMENTS:

The Employer undertakes to employ the Candidate for the permanent position of the Supply Chain Coordinator with the signing Employment Contract after the successful completion of this training period.

Permanent employment provides \$72,000 annual for full-time, \$41 per hour for part-time schedules. Bonuses and benefits are provided in both full-time and part-time schedules.

CONDITIONS OF TRAINING PERIOD:

To be accepted for the Supply Chain Coordinator position on a permanent basis, the Candidate has to complete the On-the-Job Training period.

The training period lasts one (1) month or 20 working days.

The position of Supply Chain Coordinator includes outside tasks such as visiting stores, warehouses, transport companies' offices, and others.

There should be the following requirements for the successful completion of the training period:

1. The Candidate must follow all managers' instructions and confirm that instructions are received and understood.
2. The Candidate is required to have a smartphone with a camera.
3. The Candidate must be accessible by e-mail and phone during working hours.

All communication with the manager during the training period will be processed by email and by phone.

The Employer will provide the Candidate with step by step procedure description, training materials, and specific instructions for every task.

WORKING HOURS:

Working hours are flexible, not more than 20 hours a week. The manager will discuss with the Candidate the possibility of processing each order within a certain time frame. It means that the Candidate will perform tasks not according to the schedule, but as required.

COMPENSATION:

Compensation paid to the Candidate consists of two parts:

1. Fixed rate \$3250. A fixed rate is paid at the end of the training period no matter the results.
2. Bonus for a completed task is up to \$300. The bonus is paid by the manager depending on the complexity, speed, and quality of the performed tasks.

DUTIES:

During the training period, tasks assigned to the Candidate present the full cycle of work as a Supply Chain Coordinator.

The Candidate is required to professionally undertake the following responsibilities:

1. Purchasing goods and services
2. The registration and verification process in online services and mobile apps
3. Contracts conclusion
4. Interact with logistic and transport companies
5. Other operational tasks
6. Making reports

EXPENSES:

All expenses related to the performance of job duties are paid by the employer, as well as travel expenses.

TRAINING PERIOD INITIATION PROCESS:

To accept this offer, the Candidate must complete the following:

1. Specify the date to begin the training period:
2. Sign the "On-the-Job Training agreement" document.
3. Send signed "On-the-Job Training agreement" document to the manager by email.

Please specify the start day of the training period

____/____/____

By signing below, I accept this On-the-Job Training agreement:

THE CANDIDATE:

Name

Address

Phone number

Email address

Signature

THE EMPLOYER:

Access Technology Solutions Inc.

In the person of:

Victoria Winter, supply chain manager

victoriawinter@accesstechnology.ca
Email address

Victoria Winter

Signature/Stamp

