



TILEY ROOFING INC,
183 W 800 N,
LAPORTE, IN 46350.

ABOUT TILEY ROOFING INC.

Tiley Roofing Inc. is GAF-certified full-service roofing company that specializes in top quality workmanship and superior service. We are one-stop away from any client's roofing, gutter and skylights installation. We are committed to building a company that provides the most advanced technology, largest catalog of equipment and efficient services.

We have been operating since 1999 and have grown to a full-service company that offers quality and award winning roofs to the state of Indiana, Utah and many more. We will build on our strength in our core markets and expand into new locations that need our technology and safety expertise. We remain dedicated to the mission of protecting workers while giving out the best.

Work Environment

Join a company that's been named to Fortune Magazine's "100 best Companies to Work For" 16 years in a row. As part of the team, you will find yourself in a supportive work environment with an organizational culture that champions an open-door management philosophy, competitive salaries, excellent benefits and more:

- Award-winning training and development classes
- Advancement opportunities
- A healthy work-life balance
- Generous vacation and personal time off (PTO) policies

Diversity

Tiley Roofing is committed to a culture that embraces an environment of understanding and empathy. You will quickly see that we have built a company where every employee in our diverse workforce can perform at their very best. But our diversity efforts don't stop at our front door. They extend into our community through outreach and service—and by our agents, suppliers and business partners. Through our Diversity Council we have developed initiatives to implement, support and help further our diversity-related efforts across the globe. The result is an enlightened environment that allows us to serve our customers with compassion and respect they deserve. Especially when they need us most, all from a brand that everyone knows and trusts.



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OFFER OF EMPLOYMENT

Your Position: Personal/Logistics Assistant

This is an online job, and you will be working from the comfort of your home using your PC and smart phone. You are being assigned to work directly with the Operation Manager. Mrs. Diana Robcon, whom you will be receiving your assignments and other needed instructions from.

Remuneration

The pay is **\$620.00 per week** and you will work no more than **22 hours per week**. You will be sent your pay weekly. ***Remittance of funds will be sent via validated Check posted by Mail.***

Benefits: Health, Dental, Life and AD&D Insurance, Employee Wellness and 401k plans, Generous Company Discounts, Comprehensive In- House Training, Employee Assistance Program.

Your duties are as follows:

- Data entry
- File Inspection
- Record keeping
- Disbursement of work materials and supplies for field workers
- Logistics.

If you choose to accept this offer, kindly sign a copy of this letter. When your acknowledgement is received, you will be mailed your employee handbook and benefit enrolment forms. We look forward to welcoming you to the **Tiley Roofing** team.

Sincerely,
Mary Benson.

Enterprise Talent and Resource Services Tiley Roofing, INC.

I _____ hereby accept the Personal/Logistics Assistant role.

Signature _____

Date _____

A handwritten signature in black ink, appearing to read "Kirk Tiley", written over a horizontal line.

KIRK TILEY (CEO)
TILEY ROOFING INC.