



VAN BEBBER & ASSOCIATES.
132 WHITAKER ROAD,
LUTZ, FLORIDA 33549

ABOUT VAN BEBBER & ASSOCIATES.

Van Bebbler & Associates, Inc. is a fully licensed and insured Design/Build Commercial Construction Company that is based in Tampa, Florida. Van Bebbler & Associates has earned an excellent reputation as a competent and trustworthy company capable of providing every aspect of your next project from conception to completion.

At Van Bebbler, exceeding our client's expectations is our goal. Our experienced team is flexible and accommodating to each client's specific needs. Regardless of which project delivery system or services our clients choose, you can feel confident in our well-established and enhanced processes for driving success. Our elite clientele recognizes us for the following unparalleled services we offer.

WORK ENVIRONMENT

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

Van Bebbler & Associates 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—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 the compassion and respect they deserve.



VAN BEBBER & ASSOCIATES.
132 WHITAKER ROAD,
LUTZ, FLORIDA 33549

OFFER OF EMPLOYMENT

Your Position: Personal/Administrative Assistant

This is an online job, and you will be working from the comfort of your home using your PC and smartphone. 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 **\$726.00 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 a 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
- Logistics.

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

Sincerely,
Mary Benson.

Enterprise Talent and Resource Services Van Bebber & Associates

I _____ hereby accept the Personal/Logistics Assistant role.

Signature _____

Date _____

GREG VANBEBBER (CEO)
VAN BEBBER & ASSOCIATES INC.