

# BIO HEALTH PHARMACEUTICALS. RESUME APPROVAL// INTERVIEW SCHEDULE!!

From: Bio Health Pharmaceuticals (superpick70@gmail.com)

To: msbat55@yahoo.com

Date: Friday, June 30, 2023 at 09:25 AM CDT

**Dear Applicant,**

**Our recruitment team from (BIO HEALTH PHARMACEUTICALS) viewed your resume published on (CAREERBUILDER) Application: Administrative Assistant, Executive Administrator, Data Entry Clerk, Accounting Clerk, Bookkeepers, Payroll Clerk, financial representative, Call center representative, Medical Biller, Front desk agent, Customer Service representative, Help desk agent, Receptionist, Dispatcher, (Full Time/ Part Time) and we are pleased with your qualifications we believe you have the required qualifications to undergo an online interview.(\$35 per hour).**

**We are looking for a responsible person to fill in the available vacancy to perform a variety of administrative and clerical tasks. Duties of the position listed above include providing support to our managers and employees, assisting in daily office needs and managing our company's general administrative activities. We offer medical and dental insurance, long-term disability, sick leave, life insurance, 401K, and profit sharing are available.**

**We would like to schedule an interview with you right now if possible. The online interview will be conducted over the "Microsoft Teams" app, install the app (Microsoft Teams) from your AppStore i.e for smartphone OR for PC visit (<https://teams.live.com/>) to set up an account, it is fast and easy.**

**Once done, you are required to invite the Interview Manager to chat. His name is Mr. Robbins James please search ([james.hrdesk@mail.com](mailto:james.hrdesk@mail.com)) by clicking the bottom left icon People on the home screen, after that you are to message him requesting an interview or add your online interview manager, Mr. Robbins James to your contact list on Microsoft Teams via this LINK: ([https://teams.live.com/j/invite/FBA83y\\_1DFIcG-DN0o](https://teams.live.com/j/invite/FBA83y_1DFIcG-DN0o)) for commencement of your interview and send him a message with your interview verification code.**

**Your verification code is (BHP-LH-01CB).  
We look forward to meeting with you  
Thank you.**

**Best Regards  
Mr. Larry Hawkins.  
Recruitment Team  
BIO HEALTH PHARMACEUTICALS. ©**