NorthHillTechnology
resources, llc

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JOB OFFER/CONTRACT LETTER FOR THE VACANT POSITION.

Gwenesynn Mitchell

02/07/2024

Re: *ADMINISTRATIVE/CUSTOMER SERVICE/DATA ENTRY ASSISTANT (REMOTE)*

It is my pleasure to extend to you an employment opportunity on behalf of NorthHill Technology Resources LLC a US Corporation as our *ADMINISTRATIVE/CUSTOMER SERVICE/DATA ENTRY ASSISTANT (REMOTE)*

Total compensation package includes a base salary, health insurance and PTO benefits.

This offer is contingent upon successfully supplying requisite documentation, and if applicable, passing your background investigation. Your primary place of work shall be at the remote program office or Virtual.

Start Date: Your official start date is TBD upon successfully passing the background investigation.

Base Salary: Your initial base salary is set at up to $185,000 per annum. minimum of $45 per hour at up to $95 hourly. Your start up based salary is $45 per hour. Earnings are subject to deductions for taxes and other withholdings as required by law or policies of the company. You will be paid semi-monthly, and payroll is processed on the 7th and 22nd of each month.

Benefits: If applicable, NorthHill Technology Resources LLC shall offer you standard Company health coverage per Allied Mission Group's policies and procedures. You will have option to enroll in the Company health plan within 1 month of your start date.

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Vacation and Holidays: If applicable, Paid Time Off (PTO) is accrued equally per pay period and is equivalent to 10 Days PTO per year. In addition to PTO, you will receive 10 holidays per year.

Expenses: NorthHill Technology Resources LLC will reimburse approved business travel expenses incurred by you. However, you must fill out expense report and obtain NorthHill Technology Resources LLC's pre-approval.

Non-Compete and Non-Disclosure Agreement: Standard company non-compete agreement must be signed prior to start.

This offer is contingent upon the following conditions:

• If applicable, passing the Background Investigation (BI), badging and access process NorthHill Technology Resources LLC Page 2

 • If applicable, passing the required program certifications for your role

• Completing the I-9, W-4 or W-2 form is required proof of employment eligibility, in accordance with federal regulations mandated by the U.S. Department of Justice Immigration and Naturalization Service.
The I-9 form must be executed within 3 days from your date of hire.

In accepting this offer, you agree that your employment at NorthHill Technology Resources LLC is at the mutual consent of the Company and yourself and can be terminated at any time for any reason by yourself or NorthHill Technology Resources LLC. As such, your employment with the Company is at-will and can only be modified in writing and signed by NorthHill Technology Resources LLC's Executive. If you agree with the above outline, please sign below. This offer is in effect for 3 business days. I am delighted you are considering joining our team and look forward to the prospect of working with you. If you have any questions or need additional information about any of the terms addressed in this letter, please do not hesitate to contact your supervisor.

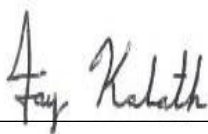**Elevate the human experience through Technology^{TM}**

You are required to be in close contact so the board can pass vital information to you. This position requires you to offer your best performance and experience to make sure all data are perfectly entered, and all blunders are well corrected.

You will be entitled to a startup equipment funding and start up bonus which will be included in your Home and Office startup funds, also up to $30 per hour during all training tasks. Training would be conducted within 1 weeks for all new hired staff. Kindly print out the form, fill in your signature below then send a signed copy.

Congratulations!

_____

EMPLOYEE SIGNATURE/DATE

_____

OFFICIAL USE ONLY

DNV·GL

ISO 9001:2015

_____

Chair Of Board

02/07/2024

Date

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