
From: Cecile de Jongh <[REDACTED]>
Sent: Wednesday, June 28, 2017 6:05 PM
To: jeffrey E.
Subject: Re: Job Description

OK, he was at \$31,200 so I will put it at \$30,000.

With warm regards,

Cecile de Jongh

On Wednesday=2017-06-28, 02:02:50 -0400 (AST), jeffrey E. <jeevacation@gmail.com> wrote=

<=jv>
same als lucas

On Wed, Jun 28, 2017 at 2:00 PM, Cecile de Jongh <[REDACTED]> wrote:

What do you want to offer as =he base salary?

With warm regards,

Cecile de Jongh

On Wednesday, June 28, 2017 12:23:08 PM AST, jeffrey E. <jeevacation@gmail.com> wrote:

ok

On Wed, Jun 28, 2017 at 11:52 AM, Cecile de Jongh <[REDACTED]>

wrote:

Jeffrey,

I don't suggest that STC list a job description for a buyer/purchaser. I suggest that we use the job description that we have for an administrative assistant and add ordering items as one of the many things that the job requires.

With warm regards,

Cecile de Jongh<=div>

On Wednesday, June=E2◆◆ 28, 2017 10=04:14 AM AS=, jeffrey E. <=eevacation@gmail.com <mailto:jeevacation@gmail.com> wrote:

no=, i wnat them to be in charge of ordering all itmes follow , b=y etc.

On Wed, Jun 28, 2017 at 9:56 AM, Cecile de J=ngh [REDACTED]

> wrote:

Hi Jeffrey=

Before I send this off to the dep=rtment of Labor, I want to make sure that we are on the same page.
=this is what we have as Lucas' job description:

MESSENGER

Duties a=d responsibilities:

- * Drive, walk=or use public transportation in order to deliver/retrieve messages or pack=ges.
- * Load and unload vehicles, sort items collected along delivery=routes.
- * Receive messages or materials to be delivered and informat=on on recipients such as names, addresses, telephone numbers and delivery =nstructions communicated via telephone or in person.
- * Answer incomi=g phone calls.
- * Organize routine maintenance on delivery veh=cles.
- * Perform general office or clerical work such as filing, copy=ng, shredding, and scanning.
- * Light secretarial duties such as typi=g correspondence, collecting incoming and outgoing mail, stamping outgoing=mail and using postage meters.

Is this what you had in mind for the new person?

<=div>

With warm regards,
=br clear="none">
Cecile de Jongh

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=C2♦ please note

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