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**From:** Cecile de Jongh <[REDACTED]>  
**Sent:** Wednesday, June 28, 2017 3:52 PM  
**To:** jeffrey E.  
**Subject:** Re: Job Description

Jeffrey,

<=iv>I don't suggest that STC list a job description for a buyer/purchaser.&=nbsp; 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,

<=iv>

Cecile de Jongh

=div style="font-family:'Helvetica Neue', Helvetica, Arial, sans-serif;fo=t-size:13px;color:#26282a;">>  
On Wednesday, =une 28, 2017 10 =80 :04:14 AM =80 AST, jeffrey E. <jeevacation@gmail.com> wrote:

</=iv>

no , i wnat them to be in charge of ordering all itmes follo= , buy etc.

On Wed, Jun=28, 2017 at 9:56 AM, Cecile de Jongh <[REDACTED]>  
&gt;; wrote:

Hi Jeffrey,

Before I send this off to the department of Labor, I want to make su=e that we are on the same page. This is what we have as Lucas' =ob description:

MESSENGER

Duties and responsibilities:

- \* Drive, walk or use public transportation in or=er to deliver/retrieve messages or packages.
- \* Load and unload vehic=es, sort items collected along delivery routes.
- \* Receive messages o= materials to be delivered and information on recipients such as names, ad=resses, telephone numbers and delivery instructions communicated via telep=one or in person.
- \* Answer incoming phone calls.
- \* Orga=ize routine maintenance on delivery vehicles.
- \* Perform general offi=e or clerical work such as filing, copying, shredding, and scanning.

<=i>Light secretarial duties such as typing correspondence, collecting incoming and outgoing mail, stamping outgoing mail and using postage meters. =A0

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

With warm regards,

Cecile de Jongh

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=C2 please note

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