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**From:** Cecile de Jongh <██████████>  
**Sent:** Wednesday, June 28, 2017 6:08 PM  
**To:** jeffrey E.  
**Subject:** Re: Job Description

KK

With warm regards,

Cecile de Jongh

On Wednesday, June 28 =8E, 2017 02:05: =80 54 PM AST, jeffrey E. <jeevaca=ion@gmail.com> wrote:

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<=iv class="yiv8346096297gmail\_extra">

On Wed, Jun 28, 2017 at 2:05 PM, Cecile de Jongh <██████████>

OK, he was at \$=1,200 so I will put it at \$30,000.

With warm regards,

Cecile de Jongh

jeevacation@gmail.com <mailto:jeevacation@gmail.com>

same als lucas

On Wed, Jun 28,=2017 at 2:00 PM, Cecile de Jongh <On Wed, Jun 28, 2017 at 11:=2 AM, Cecile de Jongh

██████████ wrote=

Jeffrey,

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

With warm regards,

Cecile de Jongh

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

=/div>

no, i want them to be in charge of ordering all items =A0 follow, buy etc.

On Wed, Jun 28, 2017 at 9:56 AM, Cecile de =ongh <ceciledejongh@yahoo.com>  
<mailto:ceciledejongh@yahoo.com> wrote:

=div>

Hi Jeffrey,

Before I send this off to the department 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 and responsibilities:

- \* Drive, walk or use public transportation in order to deliver/retrieve messages or packages.
- \* Load and unload vehicles, sort items collected along delivery routes.
- \* Receive messages or materials to be delivered and information on recipients such as names, addresses, telephone numbers and delivery instructions communicated via telephone or in person.

\* Answer incoming phone calls.

\* Organize routine maintenance on delivery vehicles.

\* Perform general office or clerical work such as filing, copying, shredding, and scanning.

\* Light secretarial duties such as typing 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,

Cecile de =ongh

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