
From: Cecile de Jongh <[REDACTED]>
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. <jeevacation@gmail.com> wrote:

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<=iv class="yiv8346096297gmail_extra">

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

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
[REDACTED] 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 AM AST, jeffrey E. <jeevacation@gmail.com> wrote:
<mailto:jeevacation@gmail.com>

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

On Wed, Jun 28, 2017 at 9:56 AM, Cecile de Jongh <ceciledejongh@yahoo.com>
<mailto:[REDACTED]> 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 Jongh

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<div> please note

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=C2 please note

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