
From: jeffrey E. <jeevacation@gmail.com>
Sent: Wednesday, June 28, 2017 4:23 PM
To: Cecile de Jongh
Subject: Re: Job Description

ok

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

=div>
Jeffrey,

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

With warm regards,

C=cile de Jongh

On W=dnesday, June 28, 20=7 10:04:14 =E2◆◆AM AST, jeffrey E. <jeevacation@gmail.com>
<mailto:jeevacation@gmail.com> wrote:

no , i wnat them to be in charge of or=ering all itmes follow , buy etc.

On Wed, Jun 28, 2017 at 9:56 AM, Cecile de Jo=gh [REDACTED] =/span> wrote:

Hi Jeffrey,

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

MES=ENGER

Duties and responsibilities:=/div>

- * Drive, walk or use public trans=ortation in order to deliver/retrieve messages or packages.
- * Load a=d unload vehicles, sort items collected along delivery routes.

- * Rec=ive messages or materials to be delivered and information on recipients su=h as names, addresses, telephone numbers and delivery instructions communi=ated via telephone or in person.
- * Answer incoming phone calls.♦=AO
- * Organize routine maintenance on delivery vehicles.
- * Per=orm general office or clerical work such as filing, copying, shredding, an= scanning.
- * Light secretarial duties such as typing correspondence,=collecting incoming and outgoing mail, stamping outgoing mail and using po=tage meters.

Is this wha= you had in mind for the new person?

With warm regards,

Cecile de Jongh

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