
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 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

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

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

On Wed, Jun 28, 2017 at 9:56 AM, Cecile de Jongh wrote:

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. ♦=A0
- * 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?

With warm regards,

Cecile de Jongh

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