

Ahrens Group

JOB OFFER LETTER

Tuesday, 27 February 2018

Dear [REDACTED],

Ahrens Group is pleased to offer you the position of **CALL CENTER REPRESENTATIVE**. We are excited about the potential that you bring to our company and are confident that you will add value to our organization.

As discussed during the interview, you will be working from home which is Part-Time, Flexible Position.

As a **CALL CENTER REPRESENTATIVE**, you will be entitled to an hourly salary starting pay of \$27.00 which indicates cost for your work with our Company. Regular performance review will be conducted to assess your performance and suitability. Your continued employment at Ahrens Group is dependent on your successful completion of the job duties that will be assigned by your Supervisor. Your salary will be reviewed after a period of a month in which it will be increased by 5% and thereafter every 12 months. You will be entitled to all allowances and benefits whatsoever decided by the management. Your work employee manual will be coming alongside your working materials which you will purchase with the check we will issued out to you.

In accepting our offer of employment, you certify your understanding that your employment will be on an at-will basis. As an at-will employee, you will be free to terminate your employment with the Company at any time but with cause or advance notice. Likewise, the Company will have the right to re-assign you, to change your compensation or to terminate your employment at any time but with cause or advance notice.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion into National and International markets. Kindly let us know if you have any questions concerning your commencement of work with Ahrens Group Pty Limited.

Yours Sincerely,



Mr. Stefan Ahrens

Managing Director

Ahrens Group Pty Ltd.

Probationary Period:

- A three day training period will apply to this role.
- During the first three days you will receive training and guidance to help you become familiar with, and competent in, performing the work you have been appointed to do.
- The appointment is subject to the satisfactory completion of the Integration which itself is subject to termination during any stage, by either party, upon <one week's notice in writing>, or by payment in lieu of notice.

Payment:

- Your salary is at a rate of \$27.00 per hour. Training which is done for 3 days is \$22 /hr
- Your salary will be paid weekly on Friday of each week, working 4-6 hours daily and 30-35 hours weekly.
- All or any expenses made out of your pocket for the sake of the company will be reimbursed immediately or during your respective pay period.

• **Superannuation:**

- Superannuation payments will be made on your behalf in accordance with the Superannuation Guarantee into a Superannuation fund of your choice. If you do not choose a fund, your contributions will be placed into the default fund.

• **Salary Review:**

- Your remuneration package will be reviewed annually on or about the anniversary of your employment or in accordance with workplace laws.

• **Personal leave:**

- You are entitled to 10 days paid personal/career's leave in accordance with The Fair Labor Standards Act (FLSA).
- You are entitled to a period of two days unpaid career's leave per occasion in accordance with The Fair Labor Standards Act (FLSA)
- You are entitled to a period of two days paid compassionate leave per occasion in accordance with The Fair Labor Standards Act (FLSA).

The minimum period of notice required to be given to the employer by the employee is either:

- That prescribed by the relevant employment agreement or other contract of employment.
- If no period of notice is prescribed as above, a period of notice equal to the employee's usual pay period.

Ahrens Group may terminate your employment by giving the following period of notice (or payment in lieu) depending on service:

Period of continuous service	Notice period
Not more than 1 year	1 week
More than 1 year, but not more than 3 years	2 weeks
More than 3 years, but not more than 5 years	3 weeks
More than 5 years	4 weeks

If you are over 45 with more than two years continuous service, you will receive an additional week's notice (or payment in lieu).

The company may terminate your employment at any time without notice if:

- you are guilty of serious misconduct; or
- You are in material breach of a provision of this contract, including confidentiality undertakings.

Following the termination of your employment you will be required to return all company's property.

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time.

Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

BENEFITS OFFERED

- Health, Dental and Vision Plans,
- Short- and Long-Term Disability,
- Critical Illness and Accident Policies,
- 401k Retirement Plan
- Health Club Membership (up to \$50 per Month),
- Tuition Assistance (for employees still in college),
- Employee Assistance,
- Program Personal and Vacation Time Holiday Pay.

Ahrens Group has in place a number of company policies and procedures. You are required to comply with the company's policy. A failure to comply with these policies may result in disciplinary action being taken against you.

During your employment you may become aware of information relating to the business of **Ahrens Group**, including but not limited to client lists, trade secrets, client details and pricing structures.

Confidential information, including client lists, trade secrets, pricing structures and any and all documents created by you in the course of your employment remain the sole property of **Ahrens Group**. You shall not, either during or after your employment, without the prior consent of **Ahrens**

Group Pty Ltd, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit.

You are welcome **Jonette J. Valverde**, we would like to take this opportunity to welcome you to **Ahrens Group Pty Limited** and wish you a long and rewarding career with us.

Yours Sincerely,



Mr. Mont Fleming

Chief Financial Officer

Ahrens Group Pty Ltd.

I _____, accept the terms and conditions of this contract.

EMPLOYEE:

Signature _____ Date _____