



# TENTON MANAGEMENT

www.tentonmgt.com

## JOB OFFER

This is an offer of employment as Coordinator at TENTON MANAGEMENT LTD ("Company"). Should you accept this job offer; per company policy you'll be eligible to receive the following beginning on your hire date.

**HOURS:** 5/week (flexible working hours)

**PROBATIONARY PERIOD:** 14 days.

### JOB ACTIVITIES

1. Accept payments from customers;
2. Process requests;
3. Make reports;
4. Maintain all necessary records;
5. Keep documents.

### COMMISSION STRUCTURE

Probationary Period: 5% for every completed order; Regular: \$ 620/week

### BENEFITS

The current, standard company health, life, disability and dental insurance coverage. Employee contribution to payment for benefit plans is determined annually.

**START DATE:**        /        /       

- Your employment with Company is at-will and either party can terminate the relationship at any time with or without cause and with minimum 7 day notice.
- You acknowledge that this offer letter represents the entire agreement between you and Company and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon Company.
- If you are in agreement with the above outline, please sign below. This offer is in effect for five business days.

By signing and dating this letter below, I accept this job offer:

### THE EMPLOYEE:

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

### THE COMPANY:

By:  \_\_\_\_\_  
Signature

Nicholas MacNamara, HR MANAGER  
Printed Name