



Date: March 25th 2021

Name: WyzCo Group Inc

Address: 355 2nd Ave So, Bayport MN 55003, USA.

RE: LETTER OF EMPLOYMENT – *Account Receivables Agent (AR Agent)*

Dear Bob Weiss,

We are delighted to offer you the position of an **Account Receivables Agent** with **A-Dec Australia** is one of the largest manufacturers and suppliers of dental equipment in Australia, offering unbeatable pricing and excellent service, providing innovative service delivery and creative solutions for our clients and assisting them in achieving successful outcomes on their most important projects. Joining **A-Dec Australia**, you have become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice globally.

As a member of **A-Dec Australia**, we would ask for your commitment to deliver outstanding quality and results that exceed our customer/client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of **A-Dec Australia**. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

**Title:** Account Receivables Agent (Part-Time)

**Job Description:** Oversee receiving payments from customers in USA & Canada.

**Start Date:** March 25th 2021

**Salary:** \$60,000 yearly, Plus, benefits of 5% commission on every completed transaction.

**Probation:** Organization's probationary policy is a 30-day period

**Hours of Work:** Position requires self-preferred communication method and timing per week but basically requires 3-5 hours weekly.

**Reporting Relationship:** This position will report to the International Recruitment Consultant/Manager, Jim Taylor.

Following the initial probationary period, a progression and performance review will be conducted on a quarterly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

This arrangement may be terminated by either party, upon notice, in writing to either party with notice that complies with Employment Standards (or Labor Standards) for Your Province.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

Jim Taylor

HR

**A-Dec Australia**



SIGN AND RETURN

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Bob Weiss

WyzCo Group Inc

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Date

## **COMPLIANCE WITH REGULATIONS**

**A-Dec Australia** is committed to a policy of providing equal employment opportunities to all candidates regardless of economic or social status and will not discriminate based on race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression,

pregnancy, marital status, genetic information or age. **A-Dec Australia** does not discriminate against any employee or applicant for employment because of Vietnam-era veteran status, disabled veteran status, or physical or mental disability regarding any position for which the employee or employment applicant otherwise meets minimum qualifications. **A-Dec Australia** does not discriminate against any employee or applicant for employment because the individual is a smoker or nonsmoker, if the person complies with the Company's policy concerning smoking.