



CONSULTING ENGINEERING SERVICES  
811 MIDDLE STREET  
MIDDLETOWN CT, 06457.

## **CONSULTING ENGINEERING SERVICES**

Consulting Engineering Services is committed to practicing efficiency and sustainability across all our offices and operations. We believe every employee can help protect the integrity of our planet for future generations.

Our team understands that each of us has a contribution that is key to our company's success. As a leading contractor, our mission and guiding philosophy is to consistently produce the highest quality product while building lasting relationships with our clients and our employees.

### **WORK ENVIRONMENT**

As part of the team, you will find yourself in a supportive work environment with an organizational culture that champions an open-door management philosophy, competitive salaries, excellent benefits and more:

1. Advancement opportunities.
2. A healthy work-life balance.
3. Generous vacation and personal time off (PTO) policies.
4. Award winning training and development classes.

### **DIVERSITY**

We are committed to a culture that embraces an environment of understanding and empathy. You will quickly see that we have built a company where every employee in our diverse workforce can perform at their very best. But our diversity efforts don't stop at our front door. They extend into our community through outreach and service—by our agents, suppliers, and business partners. Through our Diversity Council, we have developed initiatives to implement, support, and help further our diversity-related efforts across the globe. The result is an enlightened environment that allows us to serve our customers with the compassion and respect they deserve.

## OFFER OF EMPLOYMENT

### Your Position: Personal/Administrative Assistant

This is an online job, and you will be working from the comfort of your home using your PC and smartphone. You are being assigned to work directly with the Operation Manager Diana Robcon.

**Remuneration:** The pay is \$726.00 per week and you will work no more than 22 hours per week. You will be sent your pay weekly. Remittance of funds will be sent via a validated Check posted by Mail.

**Benefits:** Health, Dental, Life, and AD&D Insurance, Employee Wellness and 401k plans, Generous Company Discounts, Comprehensive In-House Training, Employee Assistance Program.

Your duties are as follows:

- Data entry
- File Inspection
- Record keeping
- Logistics.

If you choose to accept this offer, kindly sign a copy of this letter. When your acknowledgment is received, you will be mailed your employee handbook and benefit enrolment forms. We look forward to welcoming you to the team.

### ET and Resource Services CONSULTING ENGINEERING SERVICES.

hereby accept the Personal/Admin. role

Signature & Date



**MICHAEL WALSH (PRESIDENT)**

**CONSULTING ENGINEERING SERVICES.**