



Amazon

# JOB CONTRACT

Prepared by:

**Luke Anderson**

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# Job Contract

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This Job Contract (hereinafter "Contract") is made between **Luke Anderson** (hereinafter "Employer") and **Amazon** (hereinafter "Employee") on this day **06/30/2022**.

## 1. Job Details

The Employee, **Luke Anderson**, has been hired to the position of Receptionist, and her responsibilities will encompass but are not limited to the following:

- Attending to walk-in clients and directing them appropriately.
- Answering, screening, and forwarding incoming phone calls.
- Processing mail in and out of the office.

### 1.1 Place of Work

The duties under this agreement will be performed primarily at 440 Terry Ave N, Seattle, WA 98109.

## 2. Compensation

As compensation for services rendered, the Employee will receive a monthly salary payable on the last business day of every month, the amount of which will be discussed and agreed upon before commencement of work. The Salary will be subject to deductions applied by the Employer, such as insurance premiums and other applicable deductions.

## 3. Work Hours

The standard work week for the Employee will be forty (40) hours, from Monday to Friday, unless otherwise informed by the Employer. The specific starting and ending times of each working day are to be determined by the Employer.

### **3.1 Flexible Work Arrangements:**

Employees may request flexible work arrangements, such as alternative start and end times or telecommuting options, subject to approval by the Employer. These arrangements will be considered on a case-by-case basis, taking into account business needs and individual circumstances.

## **4. Benefits**

The Employee is entitled to the standard benefits provided by the Employer, which include vacation, sick leave, and health insurance. The specific terms of these benefits will be provided in a separate document known as the Employee Handbook.

## **5. Termination**

In the event of termination, both parties agree to promptly settle any outstanding obligations and responsibilities arising from the agreement. Any termination shall not affect the rights or obligations accrued before termination, as determined by mutual understanding between the parties or as specified in the agreement itself.

## **6. Governing Law**

In the event of any disputes arising from this contract, both parties agree to submit to the exclusive jurisdiction of the courts located in the jurisdiction specified in the contract. Any legal proceedings or actions related to this agreement shall be conducted by the laws of the jurisdiction specified in the agreement.

By signing below, both parties acknowledge that they have read, understood, and agreed to the terms and conditions contained in this agreement.

*Signature*

**06/30/2022**

*Signature*

**Amazon**

**06/30/2022**