# Benefits

## A. Health insurance

### 1. Group plan

#### a. Monthly premium

## B. Mid-range salary

### 1. Bonus possible

### 2. Yearly raise

## C. Three weeks’ vacation

# Responsibilities

## A. Collect completed reports

### 1. One report from marketing

### 2. One report from production

## B. Analyze reports

### 1. Summarize data

#### a. Prepare forecast

## C. File reports

### 1. Use file cabinets in main office

#### a. Files should be alphabetized