



Private and Confidential

Śięokrzyska, Warszawa

00-046, Poland

btc-formation.com

17th of Apr, 2014

Dear Applicant,

BTC Formation is pleased to offer you an employee of the department of exchange and trading operations with the virtual certificates. We trust that your knowledge, skills and experience will be among our most valuable assets.

Title

An employee of the department of exchange and trading operations with the virtual certificates

HR Manager

Natalie Cal

Effective date

As soon as possible, not later than **21th of Apr, 2014**

Job location

Remote, home-based position, no relocation is necessary

Probation period

1 month from the effective date

Base salary

\$2,000 per month (\$1,700 per month on probation period)

Bonuses payable

5% of each operation

Working hours

A minimum of ten (10) hours weekly, Monday to Friday, between 9:00AM and 4:00PM (Employee's local time) during the probation period.

A minimum of twenty (20) hours weekly, Monday to Friday, between 9:00AM and 4:00PM (Employee's local time) after the probation period.

Benefits

*monthly pay

*instant commissions and bonuses

*opportunities for career growth

*iPhone 5S and MacBook Air in personal use after the probation period

*flexible hours for shift working

Employee's duties

- *managing and monitoring of databases;
 - *filling of forms and preparing of reports;
 - *keeping track of tasks and operations;
 - *handling of paperwork and documentation;
 - *handling of correspondence (e.g. letters, statements) related to company's activity;
 - *opening of an Operating Account with a particular bank in Employee's area;
 - *visiting branches and agent locations on Employer's behalf;
 - *performing of other duties with Employer's authorization;
- At any time by agreement of both parties.

Termination

Please fill in your name and sign this document below, then submit it back via email for further interview.

Julia Walker, HR Department atBTC-Formation, Inc.

Applicant's name:_____

Applicant's signature:_____