






Leiden Rhine 19, 3454PZ
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Remote Opus

Date: 5-03-2025

We are pleased to offer you the part-time position of Virtual Assistant with expertise in **SEO & Web Development** at **Remote Opus**, with an official start date of **March 5th, 2025**, contingent upon the successful completion of a background check.

Your primary point of contact and manager will be **Mariam Mahmud, Partnerships Manager**. We believe that your skills and experience make you an excellent fit for this role and our company.

1. POSITION DETAILS

- In this role, your responsibilities will include:
- Managing daily administrative tasks
- Customer management
- Website maintenance and design
- SEO optimization tasks as required

This is a fully remote position with a starting salary of **€145 per month**, paid via direct deposit on the 1st of each month. Salary calculations are based on the following formula:

Daily Wage Rate = **Monthly Salary / Total Working Days**

Salary Portion = **Daily Wage Rate 21.75**

2. EMPLOYMENT TERMS

Your employment with Remote Opus is part-time and on an at-will basis, meaning either party may terminate the employment relationship at any time, for any reason, with a one-month notice period required for resignation or termination.

The first three days of employment will be considered a probation period.

You will become eligible for paid annual leave after eight months of employment. Any extended leave taken before that period will be unpaid.



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By signing and returning this letter, you confirm your acceptance of these terms and agree to adhere to Remote Opus's rules and regulations.

We are excited to have you join our team and look forward to working together!

Name: Umair Nadeem

Signature: 

Remote Opus
Mariam Mahmud
Partnership Manager

