

Dear Ava Montague,

We are excited to offer you the position of Customer Support Specialist at Jarvis and Consultancy. We your skills and expertise will play a key role in overseeing and managing bulk hiring processes for our Customer Service team.

Employment Details

1. Position: Customer Support Specialist
2. Start Date: 3rd February 2025
3. Employment Type and Salary Options: part time: ₹7000 per month + Incentives
4. Training Period: You will undergo a mandatory 10-day training program to familiarize yourself with our recruitment processes and policies.
5. Probation Period: A 1-month probation period will be in place to assess your performance and suitability for the role.

Incentives

In addition to your base salary, you will be eligible for performance-based incentives aligned with hiring targets and recruitment efficiency. Detailed incentive structures will be shared during onboarding.

Additional Information

Your role will involve managing the end-to-end hiring process, including planning, screening, and onboarding of Customer Service personnel.

Specific work hours, job responsibilities, and other expectations will be discussed during onboarding.

During the probation period, your performance will be evaluated based on hiring targets, quality of recruits, and adherence to company guidelines.

Acceptance of Offer

To confirm your acceptance of this offer, please sign and return a copy of this letter by 30th January, 2025. If you have any questions or need further details, feel free to contact us at jarvisconsultancyc@gmail.com.

We are thrilled to welcome you to the Jarvis and Consultancy family and look forward to a successful collaboration.

Warm regards,
Apoorva Mishra
Team Leader
Jarvis and Consultancy

Acceptance of Offer

I, Ava Montague, accept the offer for the position of Customer Support Specialist at Jarvis and Consultancy per the terms stated above.

Signature: _____

Date: _____

