



19 July 2018

## STATEMENT OF SERVICE

Sam Citizen has been employed full-time (35 hours per week) by All Sydney Administration Services as an Administration Officer from January 2013 to the present time.

Sam's duties include:

- telephone and reception
- responding to emails
- monitoring and ordering stationery supplies
- organisation of meetings including arranging parking for visitors and booking catering
- maintaining current procedures manuals and databases
- registering and filing correspondence

Yours sincerely

*DJ Smith*

DJ Smith

Human Resources Manager

### *For self-employed applicants*

If you are self-employed, you must supply a copy of your business certificate of registration and a letter from your accountant or solicitor, on their official stationery, stating:

- how long you have been continuously engaged in the business
- the nature of the business



**All Sydney Administration Services**