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**Private & Confidential**

Aug 8, 2018

Re: Job Description – Mr. John Smith

To Whom It May Concern:

This letter confirms that Mr. John Smith is currently holding a full-time permanent position at ABC Inc. as Administrative Assistant (NOC 1241) since Jan 1, 2016, his main duties are as follow:

- Schedule and confirm appointments and meetings of employer
- Order office supplies and maintain inventory
- Answer telephone and electronic enquiries and relay telephone calls and messages
- Determine and establish office procedures
- Greet visitors and direct visitors to employer or appropriate person
- Record and prepare minutes of meetings
- Arrange travel schedules and make reservations
- May compile data, statistics and other information to support research activities
- May supervise and train office staff in procedures and in use of current software.

Sincerely,

Wayne Zheng

Human Recourses Manager

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