A S A S

ALL SYDNEY ADMINISTRATION SERVICES

19 March 2024

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 **2020** 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

D J 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

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