



BRISBANE ADMINISTRATION SERVICES

20 June 2016

STATEMENT OF SERVICE

Jane Smith has been employed full-time (40 hours per week) by Brisbane Administration Services as an Administration Officer from January 2010 to the present time.

Jane's duties include:

- telephone and reception
- responding to emails
- monitoring and ordering stationary supplies
- organising meetings including arranging parking for visitors and booking catering
- maintaining current procedures manuals and files
- other duties as required

Yours sincerely

F. Citizen

Fred Citizen
Human Resource Manager