

Business Contracts



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<<COMPANY>> JOB DESCRIPTION

Last Updated: <<CurrentDate>>

<<ContractJobTitle>>

<<Department>>

Reports to: <<Department Manager>>

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Company-wide Duties and Responsibilities

1. Represent the Company and its interests in a positive manner and treat its clients, former clients, suppliers, vendors, associations, employees, former employees, and the public at large with the utmost respect and dignity.
2. Interact and involve yourself in the Company business and learn the various company practices and culture.
3. Handle all sensitive and confidential information appropriately.
4. Uphold the Company "Mission Statement" – available from the Company HR Department and included in the Employee Information Pack.
5. Report suspected criminal activity against or on behalf of the Company immediately to your superiors or to the Company Human Resources Department.

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Duties and Responsibilities

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