



Some details

2 messages

David Cotton, Atom Transportation (U.S.A) Co. <cotton@atomtransportation.com>

Wed, Jul 12 at 10:53 AM

Reply-To: David Cotton, Atom Transportation (U.S.A) Co. <cotton@atomtransportation.com>

To: [Redacted]

[Redacted], I'm writing to tell you more about the responsibilities of the position. Apologies if Sophie has already filled you in, but I just wanted make sure you have all the information you need.

As Project manager, you'll be responsible for up to 5 companies in your area. The job does not involve prospecting for or working with new clients. Our existing client companies will be transferred to you from our NY office. The precise number of companies will depend on the type of business they do and their transportation needs. So you'll be working not less than 40 hours a week.

There will be the occasional, short business trip. These won't normally require you to travel over night, but it can happen.

Trips will be local and always within your state.

The company's priority areas are currently: Pacific zone (WA-OR-CA), Central zone (NM-TX), Lake Michigan zone (IL-IN-MI-OH)

and South Atlantic (NC-SC-GA-FL). the local starting dates and locations should reach you by the end of month.

Head Office is still deciding on the final details.

You may work from home or from the office, whichever is more convenient for you. We are happy to cover the cost of relocation, or to provide all of the equipment you will need to work from home. You will be in direct touch with customs authorities, insurance companies and many other organizations on a daily basis. Additionally, you'll be responsible for checking the client's account and making sure that everything is in order. To avoid delays at customs, it is your job to see that all taxes and port charges are paid on time and in strict accordance with the terms of the contract. At the present time, all you have to do is read the studies carefully, make sure you understand everything and ask questions as soon as possible if you don't. During stage 2, the course material will become more specific and you'll be assigned to one of our departments.

The current rate of pay for this W-2 position is \$96K/year (\$1,845/week) plus bonuses and benefits.

The salary will rise up to \$98,000 on the second year of employment and up to \$99,500 on third.

It will not increase after third year. Bonuses, which will normally be around 15% of your salary, are paid annually in December.

Benefits include full Health insurance coverage (United Health), dental insurance (including regular checkups and preventive care),

free eye tests and expenses for new glasses or contact lenses. We also offer a 401K program "50% of the first 6%".

Health insurance is fully covered for you and one family member, partial coverage for one more close family member.

And there are 18 sick/PTO days included.

The dates of the 2nd stage training and final interview are flexible. Several options are available for you to choose from. Training sessions will be held in July and August.

Courses start every other Monday, so choose the one that suits you best. You must come not later than the end of next month

in order to complete the work required to gain the necessary qualifications. You will be on the payroll from the first day of your stage 2 training. So the sooner you enroll the better.

All courses are held in New York. So, you won't have to fly to Zurich. I'll call you to by the end of next week to discuss the options available for the 2nd stage dates and to take your reservation. Please note: Atom Transportation will cover

all your expenses.

And the last thing I'd like to mention. I understand that at this moment you probably think that it's a "too good to be true" offer, but according to our statistics 30% of new employees leave after first 6 months of employment. The truth is it's a difficult career, increasingly heavy workload, may take more than 40 hrs/week, you'll be studying all the time for next two years, you'll have to travel to New York and to our main office in Europe. I hope that you understand all aspects of the position and looking forward to a successful cooperation.

Thank you,

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David Cotton, Human Resources - (929) 593-3839
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To: Whitney Pittman <whitneypittman4@gmail.com>

Wed, Sep 6 at 10:33 AM

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