

## Re: Extremely interested in this job opportunity



**Dr. Hsieng Su**

Wed, May 22,  
1:17 PM (2 days ago)

to me

Applicant Thank you for your interest and it's good to hear from you. We are glad to extend an invitation to you for a virtual conversation and interview. Additional guidelines are given below.

As your interview agent, I will be doing an online interview with you to go over the specifics of the job, including its description, pay scale, benefits, and other details.

Your verification code is (ANH-DT2-2615). This would serve as your identification number throughout the on-line hiring process. Your swift and timely response matters a lot in this beneficial position... Pay: \$25/hr, Time: ASAP and Free Online Training will be apply.

Signal Messenger will be used for the purpose of the interview. follow this steps:

Use this link to download the app and also join my chat: <https://signal.me/#eu/zq5vXseW7Ly6jm4NWxEHXeQ4GNHLdJFNaujQq3kq-QSZNzpmWtFV4oCI-SUT8cN>

Here is the number:

+1(929)-276-2465

Username: @AllinaHealth.14

1. kindly download the signal app on your App Store then setup your account, Tap the number icon. It will bring up your contact list.

2. Click on Find by phone then make use of the number given to you with the search function at the top.

3. Note: the number is only available for signal messenger.

Thank you for your understanding.

Regards,

The Allina Health Trust & Safety.

You will need to set up a mini-office at home, the following software programs and Clerical machines are what you will be working with;

> Help Desk Premium Software

> Podium Premium software. > Shared project management.

> 3.5 HD Upgrade, 9.0, Microsoft Office XP 2023 Standard Upgrade.

> Reporting tools. >

MacBook, iPad or iPhone.

> Printer, Scanner and Fax machine.

> Automated time tracker.

#### FUNCTION OF A TIME TRACKER:

The Automated Time Tracker will enable us to track the number of hours you spend daily during your training and working hours so you can be paid hourly, without the Time Tracker, the company will not be able to calculate your training and working hour daily. You will need to obtain the time tracker, and all other items from the vendor to enable us track your working hours so you can be paid hourly.

Your Training Supervisor will call you in regards to your training.. Your working materials will be available next week, so your training supervisor will call you once your working Software are available. You will be using this platform for now and 3 days time, a link of the company's website will be given to you along with a username and password of the company's website and list of contact phone numbers to all departments will be given to you as well. So for now, all you need is your working Software to get started with your training.