
Update on the Remote Technical Support Specialist Job Opening at ALTUS GROUP.

8 messages

adam@altusgroupcareer.com <adam@altusgroupcareer.com>
To: vshade11@gmail.com

Thu, Jul 11, 2024 at 3:23 PM

Dear Candidate,

I hope this email finds you well. I am writing to follow up on your application for the Remote **Technical Support Specialist** position at **ALTUS GROUP**. We appreciate your interest in our company and the time you took to submit your application.

We are currently in the process of finalizing our hiring decisions and wanted to check in with you to see if you are still interested in the position. If you are still interested, please respond to this email with a "YES."

If hired, your training will be conducted online via Zoom video.

Thank you for your time and consideration. We look forward to hearing back from you soon.

Best Regards

Adam King

Address: 11th Floor, 6 E. 32nd Street, New York City, 10016

Email: adam@altusgroupcareer.comWebsite: <https://www.altusgroup.com>

Adam King <adam@altusgroupcareer.com>
To: vshade11@gmail.com

Mon, Jul 15, 2024 at 10:45 AM

Dear Candidate,

This is to remind you that you are yet to respond to the previous email sent to you in regards to your LinkedIn application for the position of a Remote Technical support specialist. Kindly reply YES if you are interested in the position.

Best Regard

Adam King

Address: 11th Floor, 6 E. 32nd Street, New York City, 10016

Email: adam@altusgroupcareer.comWebsite: <https://www.altusgroup.com>

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Vivica Shade <vshade11@gmail.com>
To: adam@altusgroupcareer.com

Mon, Jul 15, 2024 at 11:58 AM

Hi Adam,

I'm sorry. I missed your previous email. Yes I am still interested in the position.

Let me know the next steps.

Thank you,

Vivica Shade
[Quoted text hidden]

Adam King <adam@altusgroupcareer.com>
To: Vivica Shade <vshade11@gmail.com>

Mon, Jul 15, 2024 at 4:05 PM

Hello Vivica,

Thank you for your interest in the Remote Technical Support Specialist at ALTUS GROUP. We are excited to learn more about you and your qualifications.

As part of our hiring process, we would like to ask you to complete a screening question. Please take a few moments to answer the following question in as much detail as possible:

Attached below is the screening questionnaire.

We appreciate your prompt attention to this matter and look forward to reviewing your response. It is important to note that this process will determine your employment status and if and when hired, an onboarding training program will commence ensuring you settle into your new role and new team without hiccups.

Kindly note that we need your response as soon as possible, so please respond urgently.

If you have any questions or concerns, please do not hesitate to reach out to us.

Thank you for your time and consideration.

Adam King



Address:11th Floor, 6 E. 32nd Street, New York City, 10016
Email:adam@altusgroupcareer.com
Website:<https://www.altusgroup.com>

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 **Altus Group.pdf**
195K

Vivica Shade <vshade11@gmail.com>
To: Adam King <adam@altusgroupcareer.com>

Mon, Jul 15, 2024 at 11:26 PM

Hi Adam,

I have attached my answers to the screening questionnaire.

Let me know if you have any questions.

Thanks!

Vivica Shade

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Vivica Shade

 **Altus Group - Vivica Shade - Completed Screening Questionnaire.pdf**
156K

Adam King <adam@altusgroupcareer.com>
To: Vivica Shade <vshade11@gmail.com>

Wed, Jul 17, 2024 at 8:16 AM

Hello Vivica,

I hope you are doing well.

I am writing to you to formally congratulate you on your new role as a **Remote Technical Support Specialist at Altus Group**.

We are impressed with your qualifications, experience, and the results of the screening questions you completed, which were used to evaluate your suitability for the position.

Your skills and experience will be a valuable asset to our team, and we look forward to welcoming you on board.

Daily tasks will be sent to you via email, and I'll be online to help you complete them. You will undergo 3 to 5 days of online training via **Video Conferencing** immediately after setting up your mini-office.

We are starting you with **\$55** per hour, and you will receive your pay weekly via wire transfer, direct deposit, or check, depending on which you prefer. Benefits that come with working for **Altus Group** include Health and Dental Insurance, Employee Wellness, and Paid leave. You will be enrolled for other benefits after three months of working with us.

We are going to be communicating virtually till after five days of working with us; subsequently, a username and password will be given to you, an uplink to the company's server and a list of contact phone numbers to various departments will be sent to you including all necessary forms to fill out.

Before you start work, you will receive a payment(check), which will be used to set up your mini-office by purchasing the office equipment and software needed to start your training and work.

Within 48 hours, the HR department will email you an employment offer letter to sign. Our aim is for you to start training as soon as possible.

Kindly understand that the management of **Altus Group** as a **Remote Technical Support Specialist** deems it appropriate to conduct our job interview/briefing process via email and instant messaging to assess an applicant's writing, typing, communication, and timing skills because these are crucial components of the **Remote Technical Support Specialist**.

Lastly, your training will be conducted online via **Video conferencing**.

Kindly forward the details below to the HR department for further processing.

Full Name:
Home Address:
Phone number:
Email address:

Please email the requested information above to: humanresources@altusgroupcareer.com

Please respond to this mail with the same information for clarification and confirmation.

Let me know once this is done so we can continue with the rest of the briefing.

Congratulations again on your new position, and welcome to **Altus Group!**

Adam King



Address: 11th Floor, 6 E. 32nd Street, New York City, 10016

Email: adam@altusgroupcareer.com

Website: <https://www.altusgroup.com>

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Vivica Shade <vshade11@gmail.com>
To: Adam King <adam@altusgroupcareer.com>

Wed, Jul 17, 2024 at 9:14 AM

Hi Adam,

Thanks for reaching out. This is awesome news! Thank you! I'm excited on my new role at Altus Group.

May I ask when my start date will be and what my hours/working days will be? Also, I will need to know what hours the training will also be. I will need to let my current employer know when my last day to work with them will be.

I will forward the information below to HR here shortly.

Thanks again!

Vivica Shade

[Quoted text hidden]

Vivica Shade <vshade11@gmail.com>
To: Adam King <adam@altusgroupcareer.com>

Wed, Jul 17, 2024 at 9:50 AM

Hi Adam,

I have also sent the information requested below to per your request. humanresources@altusgroupcareer.com

Here is the requested information for clarification:

Name: Vivica Shade

Mailing Address: 15412 JostMainSt., Florissant, MO 63034

Phone Number: 314-910-7690

Email Address: vshade11@gmail.com

Let me know if you have any questions.

Vivica Shade

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