



Our Core Solutions Make It Simple – Together, Bridging the Gap between People, Process, and Technology

EMPLOYEE REFERRAL PROGRAM WITH INCENTIVES

MEMORANDUM

To: All Employees
From: Quanetta Lewis, President/CEO
Posting Dates: March 2, 2021
Subject: Employee Referral Program- Senior Business Process Management Consultant

You can help the company, a friend, and yourself by participating in the company's Employee Referral Program. You can earn a cash award of \$500 if you refer an external applicant who is hired to an open position in the company. The Referring employee will receive \$250 on the first payday following a successful completion of 80 billable hours of the newly hire. If the newly hired individual remains employed with the company for three months of successful 480 billable hours, the referring employee will receive the remaining \$250 on the following payday.

The Employee Referral Program is open to all regularly employed staff of TechCORE Management Solutions Services, LLC. An employee Referral Form may be obtained from Human Resources office. Fill out the form or a copy of it. The Applicant you refer must have this form attached to the resumes or applications that they submit to the company.

Current Position Available is as follows:

Position: Senior Business Process Management Consultant

Educational Requirements: Master's Degree in Management of Information Technology and 12 months experience in IT Management required.

Duties: Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Includes program analysts and management consultants.

Skills: Applicant must be experienced in BPM/CRM development, web development, issue resolution, application support, database management. Must have programming languages and tools including Appian BPM, CRM/BPM, PHP, AJAX, MySQL, JQUERY, JavaScript, XML, HTML, CSS, WordPress, Java, Android on different IDEs such as Dreamweaver, Eclipse, Android Studio. Must be experiences with databases MySQL, Oracle and SQL Server.

Salary: \$90,376.00/ per year

Employment Location:
800 Corporate Drive
Suite 301, Office 309
Stafford, VA 22554

Sincerely,

Quanetta Lewis
President and CEO