



ARTEMIS SOLUTION SYSTEMS

# ADMIN STAFF ORIENTATION GUIDE





# Welcome to the Artemis Admin Team!

YOUR ROLE    YOUR HEALTH PLAN    YOUR WELLNESS PLAN  
TRAINING & DEVELOPMENT    YOUR ONBOARDING CHECKLIST



**SALARY RANGE: N/A**

**HOURS: 8:00 – 6:00**

**LUNCH- 30 m**

**DUTIES: Reception and hospitality services for Executives, Secretaries and Office Girls as required**

**LOCATION:**

**ADMIN RESOURCE CENTRE**

**REPORTS TO:**

**OFFICE MANAGER**



**DRESS CODE:** white blouse, black suspender skirt, black thigh highs, black flats, white cotton bikini panties

**NOTE:** The following are **PROHIBITED** for Intern: **BRASSIERE, COSMETICS, FRAGRANCE, LIPSTICK, NAIL POLISH, HOSIERY, JEWELRY OF ANY KIND**

**HOLIDAY/LEAVE: N/A**

**PROBATION: N/A**

**OTHER:** Interns are eligible to apply for an Admin role after completing 12 month internship

**YOUR ROLE: INTERN**



**SALARY RANGE: \$5/hr**

**HOURS: 6:00 – 7:00**

**LUNCH- 30 m**

**DUTIES: Interoffice mail  
delivery, messenger service,  
office supply management**

**LOCATION:**

**ADMIN RESOURCE CENTRE**

**REPORTS TO:**

**OFFICE MANAGER**



**DRESS CODE: white blouse,  
denim jumpsuit, white  
cotton socks,  
3" heels**

**NOTE: The following are  
PROHIBITED for Mail Girl:  
UNDERWEAR, COSMETICS,  
FRAGRANCE, LIPSTICK, NAIL  
POLISH, HOSIERY, JEWELRY  
OF ANY KIND**

**HOLIDAY/LEAVE: N/A**

**PROBATION: N/A**

**OTHER: N/A**

**YOUR ROLE: MAIL GIRL**



**SALARY RANGE: \$8/hr**

**HOURS: 8:00 – 6:00**

**LUNCH- 30 m**

**BREAK (1)- 15 m**

**DUTIES: Human Intelligence  
Tasks (tagging, scanning,  
transcribing, rating, etc)**

**LOCATION:**

**ADMIN RESOURCE CENTRE**

**REPORTS TO:**

**SENIOR OFFICE GIRL**



**DRESS CODE:** white blouse,  
black Skirt (3" above knee),  
black 3" heels, white cotton  
soft cup bra, white cotton  
bikini panties

**NOTE:** The following are  
**PROHIBITED** for Office Girl  
(JG): **COSMETICS,**  
**FRAGRANCE, LIPSTICK, NAIL**  
**POLISH, HOSIERY, JEWELRY**  
**OF ANY KIND**

**HOLIDAY/LEAVE: N/A**

**PROBATION: 12 mos**

**OTHER: 10% VIXXXENS**

**EMPLOYEE DISCOUNT**

**YOUR ROLE: OFFICE GIRL (JUNIOR GRADE)**





**SALARY RANGE: \$9/hr**

**HOURS: 8:00 – 6:00**

**LUNCH- 30 m**

**BREAKS (2)- 15 m**

**DUTIES: Lead Admin to Department, Manage Junior Office Girl/s, Human Intelligence Tasks (tagging, scanning, transcribing, rating, etc)**

**LOCATION:**

**ADMIN RESOURCE CENTRE**

**REPORTS TO:**

**OFFICE MANAGER**



**DRESS CODE: white blouse, black Pencil skirt (3" above knee), black 3" heels, cotton soft cup bra, (white or black) cotton thong panties (white, black or pink)**

**NOTE: The following are PROHIBITED for Office Girl (SG): COSMETICS, FRAGRANCE, JEWELRY OF ANY KIND**

**HOLIDAY/LEAVE: 5 days**

**PROBATION: 6 mos**

**OTHER: 15% VIXXXENS**

**EMPLOYEE DISCOUNT**

**YOUR ROLE: OFFICE GIRL (SENIOR GRADE)**

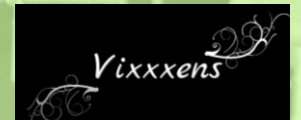




SALARY RANGE: \$10-15/hr  
HOURS: 8:00 – 6:00  
LUNCH- 60 m  
BREAKS (2)- 15 m  
DUTIES: Manage communications, scheduling, projects as assigned, office hospitality, assigned errands, other tasks as determined by Supervisor  
LOCATION:  
DEPARTMENT  
REPORTS TO:  
EXECUTIVE SUPERVISOR



DRESS CODE: SECRETARIAL  
DRESS CODES VARY  
DEPENDING ON  
SUPERVISOR PREFERENCES  
OTHER: ALL FASHION,  
BEAUTY AND ACCESSORIES  
AS APPROVED BY  
SUPERVISOR  
HOLIDAY/LEAVE: 10 days  
PROBATION: 12 mos  
OTHER: 20% VIXXXENS  
EMPLOYEE DISCOUNT



## YOUR ROLE: SECRETARY

*(INCLUDES SECRETARY, PERSONAL ASSISTANT AND EXECUTIVE PERSONAL ASSISTANT GRADE POSITIONS)*



**YOUR HEALTH PLAN:  
PRY MEDICAL OFFERS 100%  
COVERAGE VIA THE ADMIN  
PLAN**

**FREEDOM OF CHOICE:  
YOUR BIRTH CONTROL  
NEEDS ARE  
AUTOMATICALLY COVERED  
WITH AN INITIAL IMPLANT  
PROCEDURE**

**THE LOOK YOU DESERVE:  
SECRETARY GRADE ADMIN  
STAFF MAY APPLY  
(W/SUPERVISOR APPROVAL)  
FOR PRY MEDICAL  
COSMETIC PROCEDURES,  
INCLUSION FINANCING**



**PRY MEDICAL  
SERVICES**





YOUR WELLNESS PLAN:  
AS AN ADMIN EMPLOYEE,  
YOU ARE AUTOMATICALLY  
ENROLLED IN HARDBODIES  
FITNESS GYM. A PROGRAM  
DESIGNED BY YOUR  
SUPERVISOR AND  
PERSONAL TRAINER, YOU  
WILL FOCUS ON TONE,  
POSTURE AND ACHIEVING  
YOUR IDEAL WEIGHT GOAL



**HARD BODIES**

*Look your best for your boss!*





TRAINING &  
DEVELOPMENT:  
ARTEMIS OFFERS  
ADMIN STAFF  
EXTENSIVE LEARNING  
AND DEVELOPMENT  
OPPORTUNITIES,  
COVERING SUCH  
AREAS AS: DIVERSITY,  
VOCATIONAL,  
SENSITIVITY  
AND MORE

*ASK YOUR SUPERVISOR FOR MORE  
DETAILS*



**RESERVED**

EXECUTIVE  
ACCESS ONLY



## ONBOARDING CHECKLIST:

- ❑ PASS INITIAL MEDICAL EXAM  
(*NO STDs, COMPLETE SEXUAL HISTORY*)
- ❑ SIGN REQUIRED WAIVERS  
(*FRIVOLOUS HARASSMENT*)
- ❑ SUBMIT RELEVANT PERSONAL PROPERTY  
(*VALUABLES PUT IN STORAGE*)
- ❑ SUPPLY COPY FOR KEY BUDDY  
(*HOME KEY FOR SUPERVISOR*)
- ❑ ACCEPT FRATERNISATION POLICY  
(*SUPERVISOR REVIEW OF ALL PERSONAL RELATIONSHIPS*)
- ❑ SUPPLY EMERGENCY CONTACT DETAILS  
(*ALL FAMILY, FRIENDS AND FORMER COLLEAGUES*)
- ❑ BEGIN YOUR NEW ADMIN CAREER AT ARTEMIS SOLUTION SYSTEMS!

