

AMPA Enterprises

Executive Assistant Leadership & Employment Agreement

Position Purpose

Provides executive-level administrative support and coordination.

Responsibilities

Maintain professionalism, support company objectives, follow the chain of command, protect company assets, participate in meetings, complete assigned projects, and maintain activity standards.

Authority & Decision Making

Authority is limited to the responsibilities delegated to this position. Major organizational decisions remain subject to executive review and company policy.

Confidentiality & Non-Disclosure

The employee shall not disclose confidential information including personnel matters, internal discussions, financial information, strategic plans, operational data, or unreleased projects.

Conduct Expectations

Employees are expected to maintain professional conduct, treat members with respect, avoid harassment, and represent AMPA Enterprises positively both internally and publicly.

Social Media & Public Communications

Members may not publicly release company information, announcements, development plans, or internal decisions without authorization from executive leadership.

Performance & Activity Standards

Employees must remain active, responsive, and engaged. Failure to meet performance expectations may result in coaching, reassignment, suspension, or removal.

Removal From Position

Appointments may be revoked for misconduct, inactivity, policy violations, poor performance, breach of confidentiality, or actions contrary to company interests.

Acknowledgement

By signing, the employee acknowledges understanding and acceptance of all AMPA Enterprises policies and expectations associated with this position.

Employee Name: _____

Signature: _____

Date: _____