

ADMINISTRATIVE ASSISTANT EMPLOYMENT AGREEMENT

Location: _____ Date: _____

Employer Information:

Company Name: _____

Address: _____

Phone/Email: _____

Employee Information:

Full Name: _____

Address: _____

Phone/Email: _____

Position and Duties:

The Employee agrees to serve in the capacity of Administrative Assistant and to perform diligently and to the best of their abilities all duties and responsibilities commensurate with this position as assigned by the Employer, including but not limited to managing correspondence, scheduling appointments, maintaining records, assisting with office tasks, and other duties as reasonably requested.

Term of Employment:

Employment shall commence upon mutual execution of this Agreement and continue at-will, meaning either party may terminate the employment relationship at any time, with or without cause or notice, subject to any applicable laws.

Compensation:

Employer shall pay Employee compensation at the rate agreed upon separately, payable in accordance with Employer's standard payroll schedule. Employee shall be eligible for such benefits as Employer may offer from time to time, in accordance with Employer's policies.

Work Schedule:

Employee's normal work schedule shall be determined by Employer and may be modified as necessary. Employee agrees to devote full working time and attention to the performance of their duties.

Confidentiality and Non-Disclosure:

Employee acknowledges that during the course of employment, they will have access to confidential and proprietary information of the Employer. Employee agrees to maintain such information in strict confidence and not to disclose or use it except as necessary to perform their duties.

Non-Competition and Non-Solicitation:

During employment and for a period of one (1) year following termination, Employee shall not directly or indirectly engage in any business competitive with Employer nor solicit Employer's clients, customers, or employees.

Termination:

Either party may terminate this Agreement at any time by providing written notice to the other party. Employer may terminate Employee immediately for Cause, including but not limited to willful misconduct, breach of this Agreement, dishonesty, or failure to perform duties.

Return of Property:

Upon termination of employment, Employee agrees to promptly return all Employer property, documents, and confidential information.

Governing Law and Venue:

This Agreement shall be governed by and construed in accordance with the laws of the State of _____, without regard to conflict of law principles. Any legal action arising out of or relating to this Agreement shall be brought exclusively in the state or federal courts located within _____ County, _____.

Severability:

If any provision of this Agreement is determined to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

Entire Agreement:

This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements or understandings, whether written or oral, relating to the subject matter herein. Any amendments must be in writing and signed by both parties.

Waiver:

Failure by either party to enforce any provision of this Agreement shall not constitute a waiver of that provision or any other provisions.

Acknowledgment:

Employee acknowledges that they have read and understand this Agreement, have had the opportunity to seek independent legal advice if desired, and agree to be bound by its terms.

EMPLOYER'S SIGNATURE

EMPLOYEE'S SIGNATURE

Signature: _____

Signature: _____

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