

EMPLOYMENT OFFER LETTER

VOELKNER

A Sub-Company of RE-INvent GmbH

Date: Monday, September 7th, 2026

OFFER OF EMPLOYMENT — SENIOR SOCIAL MEDIA MANAGER

We are pleased to offer you employment with **Voelkner**, a sub-company of **Re-invent GmbH**, for the position of **Senior Social Media Manager**.

We were impressed with your application and assessment and believe that your skills and experience will be valuable to the growth of the company.

1. Position

Job Title: Senior Social Media Manager

Company: Voelkner

Employment Type: Full-Time, Remote

Reporting To: Sebastian Kurzka

You will be responsible for managing and developing the company's social media activities, including content strategy, audience growth, campaign management, community management, performance analysis, and other duties related to the role.

You will be expected to carry out your responsibilities professionally and work closely with other members of the marketing and management teams.

2. Salary and Remuneration

Your remuneration for this position will be:

Monthly Salary: ₦1,400,000

Annual Salary: ₦16,800,000

Salary will be paid monthly in accordance with the company's payroll schedule and applicable company policies.

Any additional benefits or allowances will be communicated separately where applicable.

3. Company Gadgets

To support you in carrying out your duties, Voelkner will provide you with a new laptop for work purposes.

The laptop will be purchased through the Voelkner website using the information below:

Gadgets Purchase Link:

<https://voelkner.us/product/hp-notebook-255-g8-39-6cm-15-6-inch-full-hd-amd-ryzen-5-5500u-8gb-ram-256gb-ssd-amd-radeon-graphics-freedos-silver-7j034aaabd/>

<https://voelkner.us/product/digitus-da-90368-notebook-stand-height-adjustable-tiltable/>

<https://voelkner.us/product/dicota-black/>

Coupon Code:

VKNR500

You are required to use the provided coupon code during checkout.

The laptop is provided primarily for official work and should be handled responsibly in accordance with company policies.

4. Initial Staff Meeting

As part of your onboarding and introduction to the team, you are required to hold a meeting with three junior members of staff.

The meeting will be conducted through **Meetlynk**.

You are required to:

1. Create the meeting on Meetlynk.
2. Schedule the meeting for **Tuesday, September 8th, 2026**.
3. Generate the meeting link.
4. Send the meeting link to the three junior staff members using their email addresses below.

Junior Staff Members:

1. Fabiola Fuchs — fabiola.fuchs@voelkner.us
2. Marius Brandt — marius.brandt@voelkner.us
3. Eva Liebel — eva.liebel@voelkner.us

Meeting Platform: Meetlynk

Meeting Date: Tuesday, September 8th, 2026

Meeting Time: 11:00 AM CET

Website: <https://meetlynk.com>

You are expected to take responsibility for creating and communicating the meeting details to the relevant staff members.

5. Executive Meeting

A separate meeting has been scheduled with the company's executives.

This meeting will be held on **Wednesday, September 9th, 2026**.

The meeting link will be provided below:

Executive Meeting Link:

https://meetlynk.com/meeting_executive_introduutory_meeting_voelkner

Meeting Date: Wednesday, September 9th, 2026

Meeting Time: 11:00 AM CET

Attendance at this meeting is mandatory.

6. Mandatory Meeting Attendance

Attendance at both scheduled meetings is a condition of this employment offer.

Failure to attend either meeting without prior approval or a valid reason may result in the **withdrawal of the employment offer or termination of employment**, subject to applicable company policy and employment law.

You are therefore expected to make the necessary arrangements to attend both meetings on time.

7. Professional Conduct

You are expected to maintain a high level of professionalism, integrity, communication, and commitment in carrying out your responsibilities.

You will also be required to comply with Voelkner's internal policies, procedures, confidentiality requirements, and reasonable instructions from management.

8. Confidentiality

During your employment, you may have access to confidential company information, customer information, marketing data, business strategies, internal documents, and other information belonging to Voelkner and/or RE-INvent GmbH.

You are required to keep such information confidential and must not disclose or use it for purposes outside your authorised work.

We are pleased to welcome you to Voelkner and look forward to your contribution to the company.

We look forward to working with you.

Yours sincerely,

Sebastian Kurzka
Onboarding Manager



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hr@voelkner.us