



Employee Relations | Leadership



## Build great employment documents easily.

MyTeamOffers is designed to allow key personal to build compliant and best practice employment offer documents and templates with limited access controls for managers to use finalise and store.

MyTeamOffers is customised for the the relevant industrial instruments applying to the organisation and is maintained by industrial relations experts to ensure the content within your documents and templates is compliant with relevant industrial laws and instruments as well as consistent with current industry best practice.

# Some of the key capabilities enabled by MyTeamOffers:

## employment document creation and management system

- ☐ ability to create full/partial template based documents
- ☐ ability to control all documents through permission access
- ☐ full history access of employment documents for each employee
- ☐ customised authorization stages for document creation
- ☐ industrial instrument compliant
- ☐ highly secure cloud based access

Level 1, 89 Pirie St,  
Adelaide SA 5000

08 8203 1700  
[info@emaconsulting.com.au](mailto:info@emaconsulting.com.au)

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ABN: 17 078 829 517