



POSaBIT is a FinTech, working exclusively within the cannabis industry. We build solutions to create new and better financial services and transaction methods for our customers. We strive to bring cutting edge software and technology to the cannabis industry, so that all merchants can have a safe and compliant set of services to solve the problems of a cash-only industry. We are currently looking for a Human Resources Generalist to handle the HR function at POSaBIT.

Top Reasons to Work with Us:

- We have an undeniable positive impact on our customer's business, providing tremendous value and solving critical pain points.
- We offer a fun, dynamic workplace staffed by passionate individuals who are committed to achieving something special.
- Your contributions will be visible and be impactful!
- Proactivity and risk-taking are encouraged and rewarded.
- Our customers need innovative solutions, making us uniquely positioned to capitalize on a once-in-a-lifetime market opportunity.
- Our target markets are growing at 25X over the next three years.

Responsibilities:

- Collaborates with senior leadership to understand the organizations goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organizations growth.
- Administration of human resource programs including compensation analysis and benefits; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and company culture.
- Conducts research and analysis of organizational trends including review of reports and metrics from Zenefits (current HRIS system).
- Monitors and ensures the organizations compliance with federal, state, and local employment laws and regulations, and recommends best practices. Regularly reviews updates to laws and regulations.
- Builds professional development and training paths for POSaBIT employees to further their careers inside the company.

- Drive sourcing capability & capacity across a geographically dispersed team within North America to proactively build diverse candidate pools while leveraging all available talent channels to expedite recruitment
- Lead contractor and employee onboarding and offboarding processes
- Plan and execute social and teambuilding events.
- Developing and implementing simple and automated processes, procedures, and policies to support growth
- Creating simple, user-friendly communications for all people processes, programs, and resources
- Wear lots of hats – do the little things...

What You Need for the Position:

- Bachelor's degree in human resources, Business Administration, or related field required; Masters degree preferred.
- At least five years of human resource management experience required.
- Strong leadership skills.
- Proficiency with or the ability to quickly learn the organizations HRIS system (Zenefits).
- You have a growing understanding of practices and compliance issues in the state of WA/US
- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Attention to detail in everything you do.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks.
- You're adaptable in the face of rapidly changing priorities and projects.
- SHRM-CP or SHRM-SCP preferred.

What's In It for You:

- You get to work in a fast-growing industry experiencing rapid growth
- Opportunity to make a significant impact and be recognized for it
- Stock option plan
- Excellent benefits including – medical, dental, vision, 401k, life and disability insurances
- Paid time off
- Monthly remote work stipend