

## **Job Title: Technical Documentation Writer**

### **What is POSaBIT?**

POSaBIT is a well-funded FinTech startup, working exclusively within the cannabis industry. We build unique solutions, leveraging cryptocurrency and blockchain technology, to create new and better financial services and transaction methods. Our home base is just outside Seattle (Kirkland, Washington).

### **Top Reasons to Work with Us**

- Our target markets are growing at 25X over the next three years.
- Being part of this new industry, customers need our innovative solutions making us uniquely positioned to capitalize on a once-in-a-lifetime market opportunity.
- 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.

### **Role Responsibilities**

- Product ownership & expertise
  - Knows the POSaBIT Payments/POS products inside and out
- Create and maintain training documentation, such as:
  - Customer training & onboarding
  - Internal employee training programs
  - Customer knowledge base
- Provide internal and customer training on how to use POSaBIT products/features
- Answer incoming questions about the product and its functions
  - Understand customer needs and translate them into requirements
  - Help log customer feature requests
- Assist with new feature/product launches
  - Create & schedule out product release notes for customers
  - Coordinate beta stores & beta testing
  - Inform and educate customers how to use new features and products
  - Beta customer check-ins - help close the feedback loop between beta clients and product/dev

### **What You Need for the Position:**

- A minimum education level of: Bachelor's degree
- 1-3 years experience assisting in Product Management, of various complexities
- Tech savvy
- Written communication skills
- Strong collaboration, communication, and decision-making skills to gather, organize, share, and rally multiple groups around an objective
- Detail oriented
- Organized
- User-centric
- Team player

### **What's In It for You**

- You get to work in a fast growing industry experiencing rapid growth
- Opportunity to make a significant impact
- Stock options, benefits (medical, dental, vision, 401k)
- Medical, Dental and Vision coverage
- You can bring your dog to work!

### **POSaBIT Inc. is an Equal Opportunity Employer**

*All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other characteristic protected by law.*

**Your Right to Work** – *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.*