



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 an Executive Assistant/Office Manager to handle the day to day operations of our office.

### **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:**

- Ownership of day-to-day office operations.
- Provide direct executive assistance and support to the CEO (scheduling, travel, etc.).
- Own bi-annual all-team events (summer party, holiday party)
- Assist with new employee orientation as needed (e.g., hardware)
- Provide support on company projects across multiple departments; clerical tasks will vary.
- Support the senior leadership team with standard administrative duties and ad hoc tasks/projects as they come up.
- Responsible for corporate travel arrangements and conference scheduling.
- Lead event planning, order gifts/swag, and any celebratory programs.
- Build good rapport with employees and vendors at all levels.
- Continuously improve processes, procedures, and policies.
- Contribute to company projects and annual goals.
- Run errands to FedEx, grocery stores, or similar, as needed.

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

- 2+ years of office management or executive assistant experience.
- BA or AA preferred
- Proficient at Microsoft and Google programs, including Google Calendar for scheduling.



- A great multi-tasker that can juggle multiple projects at the same time.
- Strong attention to details, excellent communication skills, organized, and follow-through required.
- Great customer-service skills required; ability to speak and write professionally with those at all levels of the organization.
- Must be able to handle confidential information discreetly as exposure to highly sensitive information will be frequent.
- Tech savvy; analytical and hands-on problem-solving skills 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

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.