



POSITION DESCRIPTION

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|------------------------------|---|-------------------------------|-------------------|
| Position | Jr Service Assistant | Job Type | Flexible Schedule |
| | | Part-Time or Full-Time option | |
| Base Pay ¹ | \$ 56,500 annually plus an extra ² (biweekly pay) | | |
| Trial Period | 30 days / Part-Time / \$ 3,000 ³ plus extra ² | | |

¹ Base salary we offer after the trial period is completed

² Completed order bonus 4%

³ Trial period (30 days) compensation paid upon completion

COMPANY OVERVIEW

Our team is dedicated to the belief that bitcoin and blockchain technology will revolutionize the global economy and society. As a trading and investment company, we prioritize hiring top talent to work closely with our clients and provide personalized service. We are seeking a reliable Jr Service Assistant to join us. While prior experience is not necessary, the successful candidate will thrive in a high-energy workplace and be rewarded with ample opportunities for growth and a competitive salary. We are committed to supporting the professional development of our team members.

GENERAL JOB DESCRIPTION

As a Jr Service Assistant on our team, you will be responsible for helping our clients and traders buy and sell bitcoin and other cryptocurrencies and assist with the purchase and sale of ETFs, options, and other financial instruments.

You won't have to worry about acquiring new clients or making cold calls - we will provide you with a steady stream of existing customers to work with daily. In return, you can expect comprehensive training, a flexible schedule, and a competitive salary. We are also committed to supporting your professional growth and advancement, with the potential to become a Payment Manager or Cryptocurrency Trader eventually.

Throughout your time with us, you will have access to all of our knowledge and resources, and we will even compensate you while you continue to learn and develop new skills. We are looking for candidates with strong mathematical abilities and a desire to excel in the crypto market. You could be a valuable addition to our talented team if you prove yourself during the trial period. Even if you don't join us, you will still gain valuable experience and receive compensation for your efforts. Isn't this an incredible opportunity?

DAILY ACTIVITIES AT WORK

Here is an overview of the tasks you will be responsible for as a Jr Service Assistant:

- Handling and processing customer payments and orders efficiently and securely.
- Entering customer and payment data into our specialized system.
- Depositing funds on behalf of customers with reputable brokers or traders.
- Submitting requests for purchases of bitcoin or other cryptocurrencies.
- Sending confirmation emails for completed transactions.

BENEFITS

Our company values a healthy work-life balance and offers the following benefits to support our team members:

- Flexible vacation policy to allow you to take time off when it's convenient for you.
- Comprehensive health insurance.
- Generous maternity/paternity leave for new parents.
- Opportunities for professional and personal growth.

COMPENSATION

Salary: \$ 3,000 / trial period

Completed Order Bonus: 4%

During your probationary period (30 days) you will complete orders worth about \$ 32,000 in total.

As a Jr Service Assistant, you will have the opportunity to earn up to \$4,280 during your 30-day probationary period. This includes a trial period salary of \$3,000 and \$ 1,280 bonuses for completing orders.

LEGAL & TAX INFORMATION



<http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>

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|-----------------------------------|-------------------------------|
| Florida Limited Liability Company | BIZ INVESTMENT MANAGEMENT LLC |
| Document / Company Reg Number | L22000196567 |

W-2 / 1099-MISC

As a company, we are required to file certain tax forms with the Internal Revenue Service (IRS) on behalf of our contractors and non-employees. If you were paid \$600 or more in a calendar year, you will receive either a W-2 form (if you are a contractor) or a 1099-MISC form (if you are a non-employee).

These forms must be filed with the IRS by January 31 of the following year, and copies must also be provided to the relevant individuals or entities. For example, 1099-MISC forms for 2023 must be filed with the IRS and given to recipients by January 31, 2024.

The 1099-MISC form includes information on the compensation paid in the previous calendar year to various individuals and entities.