



REACH SECURE

we build for the modern internet

Work Duties

Your role is vital to our U.S. operational efficiency, combining research, project coordination, and a specialized financial processing function.

A) Business & Market Research: You will gather and organize essential information on various business and marketing topics. This research is critical for supporting our internal strategy and developing data-driven solutions for our clients.

B) Project Documentation Management: You will be responsible for reviewing, updating, and maintaining all project files, operational plans, and company policies. This ensures our documentation is always accurate, current, and supports efficient project management.

C) U.S. Payment Processing & Capital Facilitation (Your Primary Function):

You will play a central role in managing incoming payments from our U.S. customers for our services, which include internet marketing, web design, business-solution projects development, mobile application development, IT consulting, UI/UX design and many others. This role also extends to processing investments from U.S.-based clients who are funding our projects.

To give our clients maximum flexibility and speed, we offer two primary payment options:

1. **International Wire Transfer:** A direct transfer to our corporate bank account, which can take 7-10 business days to clear.
2. **Domestic Transfer & Conversion (Your Role):** A domestic ACH or wire transfer to your designated U.S. bank account, followed by your facilitation of forwarding these funds to us using a transfer method we specify.

This creates a powerful win-win situation:

- **For the Company:** We access client funds and project capital within 24 hours instead of 10 days, dramatically improving our cash flow and operational agility.
- **For You:** For providing this essential service that keeps our business moving quickly, you are directly rewarded with a processing fee on every transaction you handle. Given the regularity and volume of these payments, this represents a significant and consistent earnings opportunity on top of your base pay that is to be raised to \$4,000 starting month 2 of our cooperation (provided you successfully go through the probation period that lasts one month).

D) Partner Data Coordination: You will serve as a liaison, ensuring smooth communication with partners and integrating their data into our project documents to support sound decision-making.

E) Management Reporting: You will be responsible for distributing key project updates, findings, and insights to the management team, ensuring everyone is informed and can make strategic decisions based on the latest information.