



# Virtual Possibility

## JOB DESCRIPTIONS



What do job descriptions at an all-remote company (such as Fire Engine RED) look like? They're similar to those at a bricks-and-mortar company, with an important distinction—every description includes the line, “This is a full-time, remote position.”

# Job Descriptions Included:

Here are a few examples of the job descriptions we use at Fire Engine RED.

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# CEO & Chief Creative Officer

## POSITION DESCRIPTION

As Chief Executive Officer, you are responsible for setting the strategic direction of the company as well as creating a vision for success. You must be an excellent manager and inspiring leader who is able to focus on short-term and long-term business goals simultaneously. You understand that people are the company's most valuable asset and promote a culture that values people, performance, innovation, transparency, and empathy.

As Chief Creative Officer, you are responsible for leading the company's marketing, messaging, branding, and internal communications strategies.

This is a full-time, remote position.

## POSITION DESCRIPTION

- Defining and articulating the company's vision and developing strategies for achieving it
- Developing strategies for ensuring the short-term and long-term financial viability success of the company
- Making high-quality investment decisions to advance the business and increase profits
- Keeping investor(s) informed of the financial health of the company
- Ensuring that the company's executive leadership team – and other key team members – have sufficient and up-to-date information about the performance and financial health of the company
- Overseeing the hiring, managing, and termination of all team members
- Overseeing all operations and business activities to ensure optimal productivity while maintaining excellence
- Ensuring all company policies and procedures fully conform to current legal and regulatory requirements
- Ensuring that the company's marketing efforts are aligned with the company's sales and retention efforts
- Conducting targeted outreach to sales prospects as well as current clients

- Keeping up with trends related to the company's clients and offerings and anticipating how these trends impact the company, its offerings, and its market
- Analyzing data that measures the success of the company and its clients, and refining and/or making changes in response to that information
- Staying current with collaborative tools that support the operations of a 100% virtual company
- Serving as the primary advocate and spokesperson for the company and its vision

## QUALIFICATIONS

- Experience as CEO or as a senior leader, developing profitable strategies and implementing a vision
- 10+ years leading admissions/enrollment team
- 5+ years leading a software team
- In-depth knowledge of management best practices
- Outstanding organizational and leadership skills
- Excellent written and verbal communications skills

## ATTRIBUTES

- Honest
- Empathetic
- Conscientious
- A self-starter
- A problem solver
- A great communicator
- Highly responsive and follows through on all communication and delivery items
- Exceptional judgement
- Ability to check your ego at the door
- Thinks like an owner and not like an employee
- A sense of curiosity

- Lifelong learner
- Commitment to simplicity
- Ability to work well independently and as part of a team
- Ability to thrive in a 100% virtual work environment
- Comfortable speaking up when you have a concern or see an issue

# Chief Financial Officer

## POSITION DESCRIPTION

As Chief Financial Officer, you are responsible for leading and managing our accounting and finance teams. You develop and implement financial models, forecasts, and analysis to ensure the financial health of the business. In addition, you work closely with our human resources department on compensation, benefits, and legal matters, as well as HR-related tools and technology. You also have two (2) direct reports who support our accounting and financial functions.

This is a full-time, remote position reporting to the CEO & Chief Creative Officer.

## RESPONSIBILITIES

- Setting the company's operating and financial targets to maximize profitability
- Managing relationship and negotiating terms with banking partners
- Overseeing the preparation of financial reports, including month-end, quarter-end, and year-end
- Providing quarterly financial reporting, analysis, and commentary to management team and investors
- Overseeing cash flow planning, preparing budgets, and tracking expenditures
- Analyzing financial trends and metrics, and recommending an actionable plan
- Assisting business division leaders in establishing short- and long-range departmental goals and budgets
- Setting profitability targets for each business division and assisting in the creation maintenance of pricing models
- Leading risk management and contingency planning efforts
- Analyzing financial trends and metrics, and recommending an actionable plan

- Assisting business division leaders in establishing short- and long-range departmental goals and budgets
- Setting profitability targets for each business division and assisting in the creation maintenance of pricing models
- Managing relationships with legal, accounting, and insurance firms
- Managing payroll and financial benefit programs
- Managing and updating pricing models and related costs
- Managing all accounts payable and accounts receivable
- Leading all legal and insurance compliance activities associated with investors, clients, employees, and contractors
- Implementing accounting-related processes, control systems, and tools
- Monitoring and analyzing monthly operating results
- Reviewing all closing activities, including general ledger maintenance, revenue recognition, balance sheet reconciliations, and corporate/overhead cost allocation
- Ensuring compliance with appropriate legal and regulatory requirements, including GAAP standards

## QUALIFICATIONS

- Bachelor's degree and MBA/CPA or equivalent experience
- 10+ years in a senior level finance or accounting position, CFO experience preferred
- Experience in setting strategic direction with CEO
- Strong HR background with knowledge of staffing, diversity, employment, compensation, benefits, organizational development, employee relations and training
- Experience working for a software company and/or creative agencies is a plus
- Knowledge of finance, accounting, budgeting, and cost control principles, including U.S. GAAP
- Proficient in cost center analysis and performance management tools
- Proficient in Revenue Recognition rules

- Expertise in Excel and Microsoft Office Suite
- Familiarity with QuickBooks Online Edition
- Knowledge of business intelligence tools
- Experience in capital management, bank relationships, investor reporting, mergers and acquisitions, team development, and risk management
- Excellent organizational and project management skills
- Self-starter with the ability to learn quickly and operate in a fast-paced environment
- Experience working remotely, and managing a remote team, is a plus

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# Director of People

## POSITION DESCRIPTION

As the Director of People, you are responsible for leading any and all human resources-related initiatives and functions. You set and communicate company HR policy, and ensure it is followed by all team members. You establish and lead the processes necessary to recruit, hire, and retain a world-class, 100% remote team.

This is a full-time, remote position reporting to the CEO & Chief Creative Officer.

## RESPONSIBILITIES

- Developing HR goals, policies, and programs in partnership with the Leadership Team
- Working with managers on recruiting, hiring, on-boarding, and exiting team members
- Maintaining a company culture that emphasizes quality, continuous improvement, and high performance
- Keeping the CEO and Leadership Team informed of organizational/team-member-related issues, conducting internal investigations, and working toward successful resolutions
- Working with Leadership Team to ensure employee terminations are handled legally and thoughtfully
- Reviewing industry compensation data to ensure the company's benefits package remains competitive
- Gathering data, making recommendations and participating in quarterly compensation reviews
- Updating all HR-related resources to ensure they accurately communicate our current policies and processes
- Communicating company policies and HR-related announcements, and working with Marketing Team to ensure all messages are in the Fire Engine RED voice and tone
- Ensuring company complies with HR-related federal, state, and local legal requirements
- Overseeing and implementing company benefits and collaborating with CFO on annual changes to benefits package
- Managing team communications and feedback

- Creating new (and updating existing) policies, procedures, and programs as needed
- Managing team data in the company's Human Resources Information System (HRIS)
- Overseeing the annual Un-Review process and defining improvements
- Advising and serving as a sounding board for managers on communicating with their direct reports
- Preparing reports as necessary to track the effectiveness of HR-related initiatives
- Maintaining a comprehensive knowledge of all company offerings
- Ensuring the company remains in compliance with regulations regarding contractors, including contract renewals and insurance
- Leading internship program
- Overseeing the planning for annual team meeting

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# Director of Operations

## POSITION DESCRIPTION

As Director of Operations, you are responsible for leading the company-wide charge on improving current operational processes. You create and manage the rollout of new operational initiatives, including our Intranet, document storage repository, and system for tracking our usage/user licenses for our 100+ company-wide tools.

In addition, you work with the marketing team to manage all of the company's marketing initiatives, including campaigns, videos, webinars, and trade shows.

This is a full-time, remote position reporting to the CEO & Chief Creative Officer.

## RESPONSIBILITIES

### OPERATIONS

- Coordinating all aspects of company intranet, including managing design/production resources
- Transferring relevant content to intranet from company-wide collaborative tool
- Organizing content in intranet and creating processes to keep content up-to-date
- Aligning branding across all departments, ensuring all internal and external materials are up-to-date and consistent
- Maintaining and managing company documentation
- Creating and managing the development and rollout of new company-wide operational initiatives.
- Leading the charge on improving current operational processes and tools
- Helping create and implement a company document storage policy
- Creating and managing system for tracking company-wide tools and user licenses
- Providing operational metrics that measure success

## MARKETING

- Managing all external marketing projects and ensuring marketing and sales efforts are aligned
- Understanding the needs of our target audiences for each offering
- Having a core understanding of our CRM and Software Product functionality, as well as our Student Search and Predictive Modeling offerings
- Collaborating with stakeholders on company-wide marketing strategies
- Developing end-to-end project schedules and timelines
- Communicating timelines, tasks, and resource requirements
- Monitoring the progress of all project contributors
- Confirming all project materials align with company vision, brand standards, and best practices
- Keeping company marketing materials up-to-date, including website content, testimonials, client list, etc.
- Testing all aspects of campaigns from messages to contact forms
- Coordinating all aspects of project/campaign launches
- Providing marketing metrics that measure success
- Keeping internal mailing lists up-to-date
- Monitoring and reporting on competitor activity, as well as Google Analytics results
- Staying up to date on the company's new offerings
- Maintaining strong relationships with company's external strategic partners.
- Managing all logistics for trade shows, including the company exhibit booth, conference vendors, travel itineraries

## QUALIFICATIONS

- Bachelor's degree or equivalent experience
- Strong written and verbal communication skills
- 5+ years experience in marketing, communications, or journalism
- Deep understanding of company's organizational structure and departments

- Outstanding project management and organizational skills with the ability to work independently
- Working knowledge of human resources-related concepts and issues
- Expert-level proficiency with Microsoft Word and Adobe Acrobat Pro; intermediate level proficiency with Microsoft Excel and other desktop productivity software tools
- Experience managing websites using WordPress
- HTML coding experience a plus
- Experience working remotely, and managing a remote team, is a plus

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# Creative Director

## POSITION DESCRIPTION

As Creative Director, you are responsible for leading and managing a team of designers that create Student Search marketing campaigns, targeted to college-bound students. You provide strategic direction and assign resources, while simultaneously working on multiple design projects of your own from concept through completion.

You work closely with the Creative Lead to drive the company's creative identity, maintain the company's high standards for effective design, drive excellent results, and foster team growth.

This is a full-time, remote position reporting to the Executive Vice President of Search Services.

## RESPONSIBILITIES

- Providing creative direction for our Student Search business
- Assigning, monitoring, and balancing the workload of the Search design team
- Leading creative strategy sessions with internal team to determine the direction of Search projects
- Collaborating on individual projects and assisting in the development of electronic and print materials, as needed
- Reviewing initial design and copy concepts, and providing feedback to creative team throughout the entire review cycle
- Working to ensure consistent quality in deliverables across Search projects
- Ensuring creative team is following best practices
- Identifying, communicating, escalating, and resolving clients' project issues and opportunities
- Serving as a lead and/or point of contact for special creative projects
- Fostering organizational unity and resolving internal issues when they arise

- Recruiting new creative talent, as well as onboarding, coaching, mentoring, and training new team members
- Identifying and addressing team members' growth needs and redefining roles as needed
- Staying engaged with design and software trends to facilitate design team growth
- Researching, developing, and rolling out new creative-related initiatives
- Identifying the top tools for creative project management
- Improving creative processes and streamlining workflow without sacrificing the client experience
- Managing select team tools for new and exiting employees across the company
- Understanding the offerings of competitors, including their positioning and how they're perceived in the market
- Having a solid understanding of our CRM and Software Product functionality
- Ensuring that our CRM product serves the needs of the creative team
- Serving as a lead and/or point of contact for special creative projects
- Collaborating with external vendors/partners as necessary
- Serving as a company-wide creative subject matter expert and support the design needs of other departments, as needed
- Having a solid understanding of our CRM and Software Product functionality
- Ensuring that our CRM product serves the needs of the design team

## QUALIFICATIONS (REQUIRED)

- Bachelor's degree in Fine Arts or equivalent experience
- 7+ visual design and project management, or equivalent experience
- 5+ years of marketing experience
- Fluent in Adobe Creative Suite
- Print design and production using InDesign software
- Proven experience in creative team management and strategic planning
- A thorough understanding of interactive communications, marketing, design, user interface design, and industry best practices

- Knowledge in accessibility to ensure all projects meet or exceed Section 508 standards
- Strong problem-solving skills with the ability to develop integrated marketing strategies
- Aptitude for analytical thinking and comfort with state-of-the-art technology
- Ability to balance multiple responsibilities and a growing client base
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to work independently

## QUALIFICATIONS (PREFERRED)

- Experience in marketing to college-bound students
- Strong knowledge of HTML5, CSS3, JavaScript, web-based tools, as well as demonstrated responsive design experience
- In-depth knowledge of Microsoft Office, Mac OS, current handheld technology
- Knowledge in accessibility to ensure all projects meet or exceed Section 508 standards
- Mastery of email design, development, and marketing strategy
- Experience working remotely and managing a remote team
- Demonstrated Responsive Design experience
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# Designer

## POSITION DESCRIPTION

As a designer, you're a vital member of our creative team, working with our college admissions clients to market their schools to high-school students. As a purveyor of pixel perfection and as a user experience champion, you deliver work that meets and exceeds the company's high standards for effective design. You work closely with the Creative Director and Creative Lead, and collaborate with other creatives on strategy, visual design, and content.

This is a full-time, remote position reporting to the Creative Director.

## RESPONSIBILITIES

- Creating marketing-oriented design and content for college-bound high school students
- Assessing client marketing materials, client style guide, and web collateral for cohesiveness with each client's brand
- Understanding client's strategy and goals to help determine creative direction of the client's projects
- Designing multiple concepts per project (including email messages, online forms, print pieces, etc.)
- Presenting initial concepts to the client clearly and effectively
- Presenting revisions based on client feedback
- Creating digital banner advertisements, as needed
- Gathering creative assets for client reporting and internal needs
- Updating internal creative gallery for client presentations
- Having a functional understanding of our CRM and Software Products
- Archiving and organizing client materials at project completion
- Understanding the offerings of competitors

## QUALIFICATIONS

- Bachelor's Degree or equivalent experience
- Experience working in higher education is a plus
- Demonstrated responsive design experience and a solid understanding of the latest web development trends (HTML5 and CSS3)
- Practical experience in web development using the above technologies
- 5+ years HTML/CSS responsive design and coding experience, preferably within an agency (or agency-like) environment
- Demonstrated experience designing responsive emails
- Fluent in Adobe Creative Suite
- Proven ability to independently prioritize deadlines
- Excellent verbal and written communication skills
- Experience working remotely is a plus

## SPECIAL SKILLS

- Adobe Illustrator; AP style; Blender (3D Modeling); Data Merge: CSV > InDesign; illustration; InVision (UX prototyping); package design; tradeshow design; usability testing and reporting; WordPress

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# Project Manager

## POSITION DESCRIPTION

As a Project Manager, you are responsible for leading the planning and implementation of Student Search projects. You have experience in college admissions and project management, and understand the goals and processes related to Student Search. You collaborate with cross-functional teams, including data, creative, and implementation, to deliver Search projects on time and help achieve client goals. You help turn clients into advocates for our company, and work to build lasting relationships with them by delivering a positive experience, including outstanding project results.

This is a full-time, remote position reporting to the Director of Search Services.

## RESPONSIBILITIES

- Managing 20+ customized, complex Student Search projects simultaneously
- Developing end-to-end implementation schedules and project timelines
- Communicating project timeline, tasks, and resource requirements to data and creative teams
- Collaborating with the data and creative team to develop strategies and solutions to help clients meet their enrollment goals
- Identifying and communicating potential opportunities that clients would benefit from
- Ensuring best practices have been incorporated into every aspect of projects
- Tracking project deliverables and production resources
- Ensuring deliverables are accurate, on time, and complete
- Confirming all project materials adhere to clients' expectations as well as the company's quality standards
- Testing of web forms, admissions applications, and email campaign messages
- Coordinating multiple, simultaneous campaign launches
- Sharing project reports with clients and putting their results in proper context

- Providing reports on the status of projects to the leadership team
- Knowing how your projects are performing across the company
- Customizing the renewal process for each client
- Facilitating client renewals and coordinating all aspects of renewal process, including identifying team members with the needed expertise
- Acting as the liaison with our strategic partners and sharing knowledge with the Student Search team
- Keeping up with market trends and competitor offerings
- Training clients on reporting tools
- Responding to client and team member questions in a timely matter
- Archiving projects at the end of the cycle
- Making continuous improvements to processes, including the testing of new tools
- Sharing project results, issues, and solutions with other team members
- Building and maintaining strong, positive working relationships with clients
- Having a functional understanding of the company's CRM and other software products

## QUALIFICATIONS

- Bachelor's degree or equivalent experience
- 3+ years of college admissions experience
- 3+ years of experience managing complex projects
- Understanding of Student Search process
- Strong strategic planning experience
- Comfortable communicating with clients and leadership team about data and analytics
- Strong grammatical and proofreading skills
- Ability to learn/use a variety of software tools
- Ability to balance multiple responsibilities under tight deadlines
- Experience working remotely is a plus

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# Software Engineering Manager

## POSITION DESCRIPTION

As Software Engineering Manager, you will guide, mentor, coach and develop software engineers to create a cohesive, high-performing development team. You are responsible for researching technology trends, creating the company's architectural approach to software design, systems integrations and supporting the vision for our CRM product. You are comfortable making, communicating and enforcing high-level design choices and developing technical standards, as well as supervising resource allocation to assure business goals are met. You thrive in a highly collaborative Agile environment and actively engage in the development process.

This is a full-time, remote position reporting to the Vice President of Products.

## RESPONSIBILITIES

- Establishing and enforcing development best practices for delivery of scalable, sustainable enterprise-class software systems
- Developing and maintaining the CRM technical roadmap in accordance with the strategic goals set by the executive team
- Performing risk analysis and mitigation strategies for new business requirements
- Managing direct reports – Software Engineers
- Helping build Innovation into an Agile center of excellence
- Driving the software design and architecture of our CRM product
- Work proactively to provide architectural guidance for multiple Scrum teams
- Approve the design of supporting databases and external SaaS tooling platforms
- Guiding theme, epic, user story, and task decisions to facilitate good, sustainable architecture
- Being the arbiter of technical and software design decisions, and creating relevant documentation

- Identifying, managing, and advocating for the resolution of technical debt
- Establishing/facilitating processes to review architectural pull requests
- Establishing/facilitating processes to resolve bottlenecks and critical issues
- Monitoring and evaluating relevant latest technologies, tools, and trends
- Evaluating, selecting, and integrating relevant technologies for our CRM product
- Being an advocate for continuous improvement, technical excellence and good design
- Working with Site Reliability Architect to mitigate security threats and provide solutions for new security concerns
- Researching and recommending third-party software integrations
- Identifying specifications for third-party software integrations
- Participating in Product Roadmap discussions and make recommendations for efficient product development
- Identifying measurable and testable non-functional requirements
- Approving backend coding standards recommended by the Coding Standards Committee

## QUALIFICATIONS

- Bachelor's degree or equivalent professional experience
- 10+ years of experience leading the architecture and design of web-based software applications (experience building CRM applications or components is a plus)
- Experience developing large-scale, high-traffic, and secure SaaS applications using Agile/Scrum software development and/or test-driven development methodologies
- Self-starter with the ability to work remotely in a fast-paced, dynamic environment
- Experience in web application development or software engineering, preferably modern PHP applications
- Ability to translate business and functional requirements into development tasks
- Experience documenting technical specifications for software applications
- Strong knowledge of SOLID principles and a variety of OOP design patterns
- Strong experience with automated testing, including unit and integration testing

- Experience with relational database design with MySQL, PostgreSQL, or similar
- Experience designing, building, and documenting APIs
- Working knowledge of modern JavaScript development tools and techniques
- Knowledge of multiple modern PHP frameworks such as Laravel, Yii, Zend, Symfony, etc.
- Excellent knowledge of object-oriented design, design patterns, and MVC
- Strong experience with front-end web development

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# Senior System Administrator

## POSITION DESCRIPTION

As Senior System Administrator, you are responsible for supporting the company's critical internal infrastructure and applications for our CRM and legacy software products. Your workload is divided into Linux (20%), networking (20%), Windows (40%), and storage systems, and other server-related applications (20%).

This is a full-time, remote position reporting to the Vice President of Projects.

## RESPONSIBILITIES

- Coordinating with the Site Reliability Architect to ensure consistent execution of System Administration responsibilities across all platforms and applications including CRM, Legacy Software Products, etc.
- Providing technical support for both hardware and software issues encountered by team members and clients
- Managing the configuration and operation of client-based computer operating systems
- Monitoring the system daily and responding immediately to security or usability concerns
- Creating and verifying backups of data
- Maintaining infrastructure, including firewalls, databases, malware protection software, and other processes
- Handling maintenance, security, and availability of IT systems, servers, networks, and applications based on business requirements, and adhering to tight operations, security, and procedural models
- Installing, configuring, upgrading, and troubleshooting server hardware, software, networks, storage systems, and other resources
- Maintaining access control, data integrity, and file system security for computer/data center environment, and reviewing application and audit logs
- Monitoring, tracking, and recording system performance, and utilization metrics
- Automating tasks using scripting and configuration management systems

- Helping develop information technology and infrastructure projects
- Improving the efficiency and helping standardize current processes and workflows
- Providing constructive criticism to workflows to better enhance performance
- Determining the root causes of outages; measuring duration, and taking action to resolve the issues
- Analyzing trends and suggesting long-term and short-term improvements
- Achieving and understanding service level commitments
- Planning and executing migration of database, upgrading database server, and maintenance
- Continuing to refine the physical design to meet system storage requirements
- Controlling database access permissions and privileges
- Commissioning and installing new applications and customizing existing applications to meet the company's changing needs
- Setting up compliance and scanning tools and ensuring they meet industry standards
- Reviewing PCI Scan and compliance reports
- Testing, fixing, researching, and applying vulnerability updates to system to meet PCI Compliance Pass quarterly
- Reviewing and completing yearly PCI SAQ-D type reports to meet requirements pass
- Educating team and issuing caution about high vulnerability and security concerns hitting the internet
- Enforcing change management and compliance processes
- Providing documentation and detailed recording of any third party support activities
- Being available during non-business hours, including weekends, if needed
- Effectively managing relationships with multiple technology vendors/partners
- Planning, migrating, and consolidating system services where applicable to reduce infrastructure costs and maintenance scope

## QUALIFICATIONS

- Bachelor's degree in Computer Science/Engineering or equivalent professional experience
- 10+ years experience in system administration
- Self-starter with the ability to work remotely in a fast-paced, dynamic environment
- Extensive experience with VMware
- 3+ years minimum of deep and string Linux system administration experience
- 3+ years Windows server administration experience
- 2+ years Cisco networking experience
- Experience managing enterprise storage systems
- Experience with internet facing applications
- Experience in configurations of popular web server software Apache/Nginx/IIS or equivalent technologies
- Experience with Database Servers MSSQL/MySQL/PostgreSQL/SQLite
- Experience using SQL query language and the setup of batch query for scheduled maintenance jobs
- Experience with SQL security and permissions structure at system and table levels
- Experience with build and using cloud vendors and APIs
- Advanced knowledge of system vulnerabilities and security issues
- Experience in implementing scanning and compliance tools
- Experience utilizing compliance tools to clear false positives and identify security holes in server systems
- Strong scripting skills (Bash, Perl, etc.)
- Deep understanding of networking and firewalls
- General understanding of load balancers and databases
- Strong ability to self-learn new technologies
- Sound planning, organizational, and problem solving skills

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# Software Engineer

## POSITION DESCRIPTION

As a Software Engineer, you are responsible for helping to develop our CRM product using cutting-edge technologies in a highly collaborative, Agile/Scrum environment.

This is a full-time, remote position reporting to the Software Engineering Manager.

## RESPONSIBILITIES

- Helping build our Innovation team into an Agile center of excellence
- Swarming product requirements
- Communicating about task status and deliverables with team members via Jira
- Communicating frequently and clearly with other disciplines within the company; making informed, intelligent decisions that require engineering acumen as well as frequent collaboration
- Software programming, pair programming with other engineers, reviewing pull requests, and cross-training
- Reviewing pull requests and giving constructive feedback
- Being an active participant in sprint planning, daily Scrums, sprint reviews, and retrospectives

## QUALIFICATIONS

- Bachelor's degree or equivalent professional experience
- 3+ years of web development experience with PHP, MySQL, JavaScript, HTML5, CSS (including SASS or LESS); some Laravel experience preferred
- 3+ years of developing and integrating RESTful web service APIs using an OO language like C# or Java, and MySQL/SQL Server/Oracle databases
- Proven experience working on enterprise-level, SaaS-based software in an Agile/Scrum environment
- Self-starter with the ability to work remotely in a fast-paced, dynamic environment

- Excellent OO Design & Design pattern knowledge
- Strong experience with modern frameworks like SPA, MVC, MVVM, and WebAPI 2.0
- Tangible experience with modern testing practices
- Experience working remotely is a plus
- Experience with AWS services such as Lambda, S3, and SQS is a plus

## TOOL BOX

- Laravel, PHPUnit, Codeception, Selenium, C# and/or Java
- Unit, Functional, Integration, Acceptance and Regression tests
- LEMP stack, MariaDB, Redis, ElasticSearch, Vagrant, and/or Docker
- JIRA, Bitbucket (Git), and Bamboo CI
- jQuery, Vue.js, Lodash, Bootstrap, SASS, Gulp, Bower, NPM, Jasmine, Karma, Selenium

## ATTRIBUTES

- Honest
- Empathetic
- Conscientious
- A self-starter
- A problem solver
- A great communicator
- Highly responsive and follows through on all communication and delivery items
- Exceptional judgement
- Ability to check your ego at the door
- Thinks like an owner and not like an employee
- A sense of curiosity
- Lifelong learner
- Commitment to simplicity
- Ability to work well independently and as part of a team

- Ability to thrive in a 100% virtual work environment
- Comfortable speaking up when you have a concern or see an issue

## A note from the *Virtual Possibility* team:



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