



Documentation Manager

Exempt • Full Time

RFMS is growing rapidly, and so we are looking to hire a Documentation Manager to help manage our Documentation Department. This is a great opportunity to make an immediate impact within the company as well as to collaborate with many different departments.

The Documentation Manager is responsible for controlling, securing, accessing, and timelining the organization's documentation processes. This role will ensure that internal controls are in place and that all guidelines are met.

What we look for

Effective communicators who can properly document all necessary records and requirements. Someone who is highly organized and has the ability to prioritize shifting workloads in a rapidly changing industry.

To qualify, you must have

- Bachelor's degree in Business, Communications, or related field
- Minimum of 3 years of professional documentation management
- In-depth knowledge of documentation tools and best practices
- Proficiency with Microsoft Office products

What working at RFMS offers

We offer the opportunity to develop new skills and progress your career within the software industry. In addition, we offer competitive benefits packages that consist of:

- Health Care Plan (Medical, Dental, Vision)
- 401k Plan (Traditional & Roth) – we match \$1 for \$1 on first 3% deferred and \$0.50 for each \$1 on next 2% deferred!
- Company-Paid Life Insurance Policy
- Flexible Spending Accounts
- Paid Time Off
- Tuition Reimbursement Program
- Phantom Stock

About Us

RFMS is the leading software development company focused on providing modern-day technological solutions to the floor covering industry. We have over 35 years of experience streamlining flooring businesses and making owners more profitable. The RFMS Team consists of over 100 team members operating out of our Corporate Office location in Tuscaloosa, Alabama, and various remote locations throughout the US, as well as the RFMS Australasia office in New Zealand.