



## Documentation Specialist

Exempt • Full Time

We are looking for a highly meticulous, qualified candidate to join our RFMS Documentation Department as a Documentation Specialist!

As a Documentation Specialist, you would be responsible for outlining a long-term archiving system and collaborating with colleagues/departments to ensure consistency of all documentation practices across the company. This includes training employees and creating instructions for them to follow.

### What we look for

Effective communicators who can properly document all necessary records and requirements. Someone who is also 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
- 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.