**Here’s what your work duties will be:**

A) Handling payments from our U.S. customers for services like internet marketing, web design, web development, and creating solutions for businesses of all sizes, both B2B and B2C.
We also handle investments from U.S. customers for our projects. We offer two payment options: international wire transfer to our corporate bank account (which takes 7 to 10 business days to process), or the preferred domestic ACH or wire transfer to our U.S.-based employees, who will top up our Bitcoin (BTC) account within 24 hours, minus a 5% commission.

B) Doing research by gathering important information on various topics to meet the needs of both our internal operations and our customers.

C) Helping update project files, plans, and policies by reviewing and revising documentation to keep it in line with the latest developments, making sure everything is accurate, and helping with efficient project management.

D) Coordinating data from partners, making sure communication flows smoothly, and integrating this information into project documents to support good decision-making.

E) Distributing reports to the management team, making sure key project updates, findings, and insights are shared so everyone is informed and can make smart decisions based on the latest info.

*Overall, you’ll be receiving payments from customers regularly, with the frequency increasing a lot after you finish training.*

When it comes to handling customer payments, we’ll be looking into using Bitcoin ATMs and making cash deposits into various Bitcoin seller business accounts within the U.S. Cash deposits are usually more convenient and have faster processing times. During training, you’ll get practice using both of these methods.

**Now, here’s what you need to do:**

I) Learn how to use Bitcoin ATMs by checking out this video:
<https://www.youtube.com/watch?v=19tVcU4rZrU>
(Just a heads-up, this video doesn’t have sound, but all the basic instructions are shown in text. They’re general instructions that apply to most Bitcoin ATMs, no matter the provider.)

II) Make a list of at least 5-7 different Bitcoin ATM providers by searching for nearby Bitcoin machine locations. Just type "Look up Bitcoin ATMs near me" into your web browser search bar. For each Bitcoin ATM, get the address, the operator’s name, and the website.

III) Share your list in this format:

**Bitcoin ATM Operator:** E.g.: CoinFlip Bitcoin ATMs
**Bitcoin ATM Address/Location:** E.g.: FM 1960, Houston, TX 77069 (Location: Phoenix Rising E-Cig & Vapor)
**Bitcoin ATM Website:** E.g.: [www.coinflip.tech](http://www.coinflip.tech)

IV) After you’ve done that, please wait for your first payment from a customer. That payment will be made in a while. Hopefully, within 2-3 days.

V) After that, expect to receive detailed, step-by-step instructions on what to do next.