PARAGON PLANNERS

BE A PART OF OUR TEAM!

We are hiring
Administrative Assistant Schedulers

Do you thrive at relationship building, working independently, being organized and making a difference?

Would you enjoy working in the professional world from the convenience of your home office?

This could be the job for you:

- must have a minimum of 20 hours weekly availability, hours will build based on client assignment
- comprehensive training
- ongoing support
- opportunities for growth and development

Help others succeed with your success.

The Job

You will be in the driver's seat helping your client(s) build and maintain their relationships: planning the calendar, managing meeting frequency, and scheduling appointments with optimal drive times for a successful sales team in the financial industry.

You will call on financial professionals, both existing and prospective clients. This is primarily phone work with strategic emailing, so clear communication skills are a must.

You are responsible for your performance. We will provide you with the training and tools; it's a win-win!

Who We Are

We are a driven, fun, and enthusiastic team of relationship builders. Week after week, we help build lasting relationships to expand our clients' businesses.

Every scheduling goal we set and call we place on behalf of our clients is the result of our team working together to make each other's ideas stronger.

That happens here because every one of us strives toward a common goal — creating the best customer experiences.

Apply Here www.ParagonPlanners.com/Employment

Responsibilities

- Keep the calendar of your assigned client full of appointments
- Schedule appointments, plan travel routes and keep your team updated
- Place a high volume of outbound calls and emails to existing and prospective clients
- Multi-task at a high-level managing:
    - calendar plans and details
    - communications with numerous team members
    - several email accounts
    - various software programs: CRMs, mapping, calendars, etc…
- Keep notes and appointments in shared CRMs and calendars real-time
- Meet daily/weekly metrics: Setting 10-18 appointments per week, Making 18-20 calls and emails per hour. These numbers will vary by client.
- Key Characteristics: 1. High Integrity 2. Positive Attitude 3. Strong Work Ethic
- Have a competitive drive, desire to learn and grow, be self-motivated
- Accountability: Take ownership of your results on a daily basis
- Communication: The confidence and skills to ask executives for an appointment over the phone and in an email

Preferred Qualifications

Education: High School Diploma or equivalent
Experience: Experience making inbound/outbound calls in sales or customer service relations, or scheduling appointments.

Skills, Abilities and Equipment

- Strong written, verbal and interpersonal communication skills
- Ability to prioritize work and multi-task effectively
- Proficient computer skills. Must be able to move quickly and fluidly through multiple programs and internet browser tabs at once
- Must demonstrate the ability to use email proficiently: send attachments, use signatures, copy and paste, appropriate use of cc and bcc fields
- Excellent organizational skills, ability to problem solve, and high attention to detail
- Ability to respond to email and voicemails Monday-Friday
- A home office which allows for a quiet and uninterrupted work environment and a protected, clean space to store materials and supplies
- A personal computer (see requirements below)

Other Requirements

- A working (PC) computer with an operating system of Windows 10 or later (MACS and TABLETS are not permitted - no iPads/Chromebooks)
- 4 GB memory RAM
- 500 GB hard drive (at least 50 GB free hard drive disk space)
- 2.0 GHz processor (2.60 GHz preferred)
- Current anti-virus and anti-spam software - we help with that.
- A high-speed internet connection with a minimum 25 Mbps down and 5 Mbsp up-speed
- A router, Speakers/Headset, Microphone, webcam
- A noise free and ergonomically compliant home office environment

Employment

Employees are covered under Workman's Compensation, Unemployment Insurance, and earn paid sick leave. Based on hours, employees may be eligible for health, dental, and vision insurance benefits and 401k matching (US residents only, please).

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

The Details

The Financial Industry mandates extensive background checks are completed before beginning training. (Can take 1-3 weeks)

Training period depends upon your learning curve. You will need to demonstrate flexibility, great organization, and a knack for multi-tasking to increase work hours.

Work hours are between 8:30am-5:00pm Monday-Friday. Clients available in all time zones. This is an hourly position. **Starting pay**: **$17.00-$17.50, depending on experience.** Potential for increase after 6 months.

We are currently accepting resumes from the states listed on our website: https://paragonplanners.com/employment

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