

BE A PART OF OUR TEAM!

**WE ARE HIRING REGIONAL
SCHEDULERS. WHAT MAKES
AN AWESOME REGIONAL
SCHEDULER?
MAD PHONE SKILLS.**

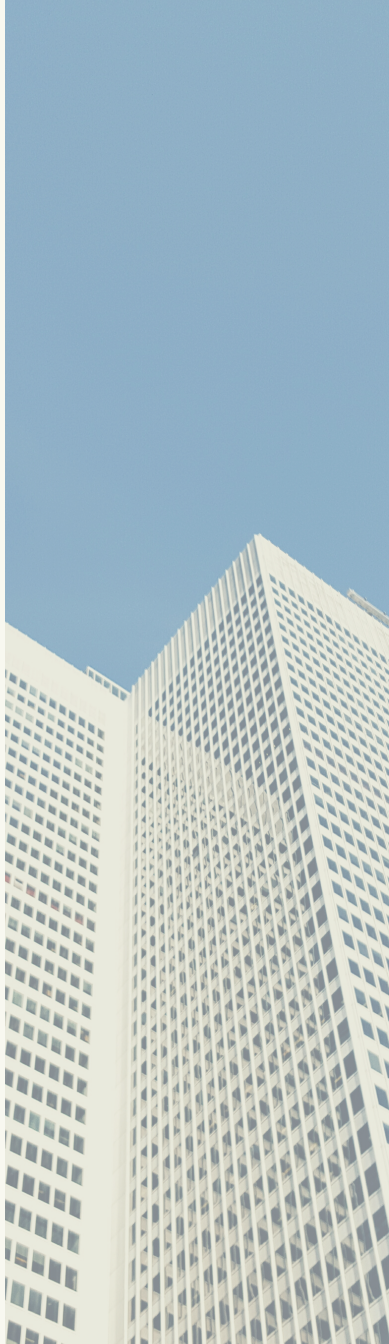
Do you thrive working independently and being responsible for your performance?

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

This could be the job for you:

- 15-32 hours per week (minimal hours during start-up)
- 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 and responsible for scheduling appointments for a successful sales team in the financial industry. You will efficiently route them through their territory.

You will call on financial professionals, both existing and prospective clients. This is heavy phone work with some 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 planners and makers. Week after week, we increase connectivity with clients, expanding and deepening client bases.

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.

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 responsibility and ownership for your results on a daily and hourly 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: Two years experience making inbound/outbound calls in sales or customer service relations, or scheduling appointments.

Skills and Abilities

- Proficient computer skills in a Windows based environment. Must be able to move quickly and fluidly through multiple programs and internet browser tabs at once.
- Must be able to use email proficiently, send attachments, use signatures, copy and paste, appropriate use of cc and bcc fields
- Ability to prioritize work and multi-task effectively and efficiently
- A home office which allows for a quiet and uninterrupted work environment
 - A dedicated landline/VOIP with call waiting and customized greeting
 - High-speed internet connection with a minimum 3 megabyte down-speed and a 1 megabyte up-speed

Computer Requirements

A desktop or laptop PC is required for this position. The Minimum System Requirements are:

- Windows 7 and up
- Android laptops and tablets will NOT support our software: Google Chromebook and Pixelbook, Lenovo Yogabook, Samsung Tablets, etc.
- IOS tablets and mobile devices will NOT support our software: iPad, Itouch, etc.
- MAC's will NOT support our software
- 2 GB memory (4 GB preferred)
- 500 GB hard drive (at least 20 GB free hard drive disk space)
- 2.0 GHz processor (2.60 GHz preferred)
- Current anti-virus and anti-spam software. Please note McAfee and Norton Antivirus are not compatible with our software. Recommended antivirus software: Kaspersky, Webroot SecureAnywhere, Trend MicroAntivirus+, AVG, Avast.
- A laptop can be used if you have an external mouse. An external keyboard is also recommended.

Apply Here www.ParagonPlanners.com/Employment

The Must-Have Details

Working in the Financial Industry mandates that extensive background checks, which can take 1-3 weeks, are completed before you are able to begin training.

The 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 8:30am to 4:30pm Monday-Friday in all time zones. This is an hourly position. **Rate of pay: \$12.00-\$14.00 per hour, depending on experience.**

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

Employment

Employees are covered under Workman's Compensation, Unemployment Insurance, and earn paid sick leave. Based on hours, employees may be eligible for a monthly expense reimbursement, health 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.

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