

## **Appointment Setter, Flexible Hours, Work From Home**

If you love talking with strangers on the phone and winning their trust to book an appointment, and you want to be a part of a small, international company with a big future, then this might be the perfect fit for you. This position will help you hone your phone skills, your soft sales skills, and give you experience with an advanced CRM. You will be working with a small entrepreneurial San Diego-based company making a difference in the lives of business owners in the financial services industry by working virtually with an international team, from your own home office.

You'll be using a high quality, targeted list of financial advisors in a particular niche (which we'll provide) and a phone dialer system we'll provide to do outbound calls with the goal of setting appointments for our Sales Rep to close. We'll provide phone scripts and step by step instructions for a proven process to set appointments. You'll book the calls with our sophisticated appointment setting software and tag prospects in our CRM called Infusionsoft. This position will sharpen your sales skills and give you experience with 3 cutting edge pieces of technology at once. It will also provide a way to make a difference in the lives of business owners and meet many new people by phone.

### **About You**

You love talking on the phone

You love the thrill of the chase

You love to persuade people and win them over in your conversations with them

You love technology and using the latest and greatest tech tools to do your job more effectively and time-efficiently

You do NOT thrive on being micromanaged and love to be given the freedom to excel in your job

Being your own boss and helping a small, growing organization is a dream come true for you. You are open, direct, and straightforward

You believe that honesty, awareness, and ownership are the direct routes to problem solving

### **Requirements**

- Experience in phone sales
- Experience with CRM
- Quick study to adapt to new technology
- Self-starter
- System friendly, you're someone who thrives on organized systems
- Goal oriented
- Enthusiastic, reliable and self sufficient.
- Even tempered / no 'attitude' / willing to help beyond a job description and do whatever it takes. You must be a flexible, "all purpose person", willing to help with a variety of needs.
- Not afraid to fail and try new things in a dynamic, growth environment

- Highly organized and detail oriented
- clear sounding phone system (cell or landline ok)
- high speed internet
- current model computer
- consistently quiet environment to make calls
- fearless and friendly attitude

### **Your Nice To Have Skills (we can train you too!)**

- A love for financial topics and business building
- Familiarity with Infusionsoft and PhoneBurner

### **The Details**

Position Purpose: To help our company gain new clients so we can impact more financial advisors' lives while increasing revenue and profit.

You Report To: Founder of company

Your Computer: You must have your own FAST computer (ideally NOT a Mac), reliable high speed Internet access and a mobile telephone with texting.

**Your Commitment:** This is a 20/hr week contract position that can scale to more hours as our business grows.

**Work location: Your home or office most of the time.**

This job offers great flexibility. We will perform a complete background check and will call all references you provide.

Starting pay is \$15/hour and can grow from there. Starting pay will depend on your experience and expertise in the specific skill sets cited above.

Please respond to [jobs@faclientmachine.com](mailto:jobs@faclientmachine.com).

Use this subject line: Appointment Setter for Growing Company mm/dd/yyyy (put the date you apply). Include any related experience and results you have.

Please include a 1 page cover letter as to why you think you would be a good fit, and also a separate copy of your resume, both in PDF format.

Also, please call this number (877) 5726871 ext. 708 and leave a voicemail as if you were calling a prospect who has indicated an interest in our Turnkey Video System. (This is a bit of role play). Introduce yourself by first and last name, let them know you'll be happy to schedule an appointment for them, and let them know next steps. (At the end of your voicemail message, please be sure to leave your full name and the date you emailed your resume.) Leave this voicemail the same hour that you send the email with your resume. Thank you for your time.