

## **Appointment Setting Phone Sales - Client Care Coordinator**

**To Apply:** Call (678) 453-6024 and leave a message telling us why you are right for the position. Email resume to [info@kennesawlife.com](mailto:info@kennesawlife.com).

**Overview:** The Client Care Coordinator is a professional follow-upper. Talk to people on the phone about houses. Assist real estate agents communicating with clients. Call, text and email people who have inquired about buying or selling real estate. Schedule appointments for prospects to meet in office with agents. Rewarding work environment for the person good at building rapport with people over the phone in the lead-up to the buying or selling of their home. Phone skills including a conversational tone and an ability to ask for the sale are the keys for success in this role.

### **Responsibilities**

- Call people who sign up on our website for our home-buying programs.
- Support real estate team by qualifying warm leads
- Light office work in professional environment

### **Job Expectations**

- Speak with 50 people per day
- Manage and track all leads within our CRM
- Follow up with leads and build rapport for long term clients
- Measure conversion ratio and meet performance benchmarks

### **Strengths of the person best fit for the position**

- Calm, confident, congenial person who likes talking on the phone.
- Conversational tone of voice and the ability to build rapport quickly
- Finds the work schedule to be a benefit
- Gets people to show up. Setting appointments to turn prospects into clients
- Enjoys helping people over the phone, connecting with them beginning to end
- Able to reach daily productivity goals
- Computer native including use of GSuite
- Enjoys the freedom and responsibility of a family-oriented company

**Compensation:** Base + Bonus. Transparent bonus structure directly related to performance. Expected \$50,000 first year, then \$70,000+ well within reach.

**Location:** Office located near the intersection of Stilesboro Rd. and Mars Hill in Kennesaw.

**Schedule for the Client Care Coordinator:** Tuesday-Friday 10-7 and Saturday 9-1