

SUCCESS EPITOMIZED

Success is predictable when you have the right keys.

COMMUNITY RELATIONS SPECIALIST

Objective

To market and enroll prospects in our consulting and advisory services via telephone.

Essential Duties & Responsibilities

- The essential role of a Community Relations Specialist is to make calls to clients within the Success Epitomized database and research prospective clients to perform a coaching strategy session. Your role will be to consistently meet and exceed agreed upon monthly enrollment goals.
- This position is a virtual outreach position; you will work from a home office and have the freedom to implement the pre-agreed upon objectives.
- Maintain accurate records of outreach activities and statistics company CRM
- Make outbound calls to potential and existing customers by telephone and e-mail to qualified leads and inform them about our products and services.
- Build and maintain customer relationships.
- This is a "dial out" direct contact role in addition to requiring that you handle inbound inquiry calls and convert those calls into active members of consulting and advisory services.
- Other duties or special projects to be assigned by Manager.

Qualifications

- Completion of the Transform Your Mind To Mastery 10-week training program.
- A demonstrated ability to effectively work as a team with other members of the Transformation Specialist team and various departments within the company to achieve individual, departmental and company goals.
- Acceptable modern computer skills and be expected to follow all company policies and procedures.
- Ability to build rapport and be able to correspond with people from all over the world.
- Ability to effectively communicate with all types of people
- Ability to carry out instructions furnished in written, oral and diagram form.
- Ability to work from your home.



Location

Virtual, In-home

Employee Type

Full-time, Part-time

Manage Others

No

Experience

None

Travel

None

Compensation

\$24,000-\$30,000+

Interested in applying for this position?