

**Summary:** Part-time office hours / school hours setting appointments with CEO's and business owners and coordinating/conducting marketing activities.

- Part-time with flexible hours
- Professional computerised environment
- Office based convenient location
- Varied yet measurable role
- Long-term appointment
- Opportunity to really make a difference
- Base and bonus scheme

Our current appointment setter has become too busy with other aspects of our work, so we're looking for a dedicated appointment setter who's prepared to handle the associated administration; or a marketing coordinator who's also able to set appointments. We need someone who's done both, enjoys both, and is already good at both.

The successful candidate will begin by taking over implementation of our existing lead generation processes; but eventually will take over ownership of them, while continuously improving and adding to them.

It's a solo role. There will be no-one to delegate to. But then again, there'll be no-one to disrupt your finely tuned programme of activities designed to optimise the quality and quantity of appropriately qualified leads and appointments that you will generate.

This is a highly measurable role, so don't apply if you're concerned about having your performance monitored. Ours is a 'results' culture. Our clients demand results. We guarantee results. So we expect results from all our personnel. The people who join us find this motivating, not intimidating.

We're a marketing and sales consultancy, so you'll have at your disposal all the materials you could hope for, and impressive IT infrastructure to support your implementation. Most important of all, you'll be in an office of like-minded people who look forward to cooperating with your initiatives.

This is not a trainee position. You should only apply if you're already an accomplished telephone appointment setter, or have been at some time in the past. In our line of work, if you don't get face-to-face with the CEO or the business owner, no amount of lead generation amounts to anything. We've been doing this successfully for years now, so we know it can be done, and how to do it. We just need someone with the right attitudes, manner, voice, etc to make it happen over the phone. A 'doer'; not a 'theoriser'. Are you such a person? Don't bother applying if you have any doubts.

The successful applicant will have ALL of the following attributes, in no particular order:

- Honesty, integrity, trustworthiness
- Intelligence – you'll have to be somewhat smarter than the average bear!
- Touch typing skills
- Computer literacy eg MS office, contact/marketing database exposure
- Thoroughness, with attention to detail
- Persistence
- Clear and persuasive communicator over the phone and in writing (letters and email)

- Positive attitude
- Confident manner
- Highly organised with efficient time management
- Planning skills
- Business acumen ie ongoing interactions with CEO's, business owners and colleagues
- Self-motivated
- Vocal qualities that complement your telephone technique
- Versatile and flexible
- Impatient – we find such people get things done while others are still thinking about it!

If the above describes you; explore the rest of this web site to find out more about us. Then if you think we're a team you could enjoy working with - a business you'd be proud to be a part of - telephone Paul Curtis on 08 **9271 7661** during office hours to demonstrate your persuasive appointment setting skills by convincing him that you are someone we should invite to interview.

PS What should we pay such a capable person? A base and performance bonuses, so the better you are, the more you will earn. We'll discuss the finer points at interview.