



## milrich virtual professionals, llc

### Virtual Schedulers

Position Type: Independent Contractor

- Availability Needed: At least a possible 4-hour block Monday through Friday between the hours of 9am-5pm
- Number of Hours per week: 5-40
- Minimum availability of 20-30 hours each week during normal business hours is preferred
- Compensation: starts at \$10

Milrich Virtual Professionals, LLC is currently looking for US-based applicants for the role of Virtual Schedulers. Schedulers will be making calls on behalf of financial and insurance wholesalers to set up appointments for them with advisors. These may be cold calls and would require the scheduler to successfully navigate through a possible gatekeeper via phone and email to reach the financial advisor or the individual who handles the advisor's calendar.

Your work week will be Monday through Friday, with work hours being between 9am-5pm. *You especially need to be available during normal business hours in the morning to qualify for this position based on your geographic location. Some consideration may be given to Eastern Time Zone with morning and early afternoon availability.*

Responsibilities:

- Schedule appointments via phone and email for wholesalers to meet with advisors
- Respond to emails/calls within one hour during 9am-5pm (most cases can be done from a smartphone)
- Manage client work as a priority when it comes in during business hours
- Clear, consistent, and timely communication with the team and clients

Desired skills:

- Able to navigate between email, call log, call list, online phone system, online mapping system and wholesaler's calendar without getting flustered
- Expert attention to detail
- Proficient in Google docs; knowledge of Excel, Word, and Outlook extremely helpful
- Sales experience a plus

Requirements:

- Very comfortable making cold calls
- Not easily rejected
- Able to work independently and in a partnership with a wholesaler
- Able to pass background check
- Cheerful phone disposition
- Able to talk on the phone for 1-4 hours at a time with no interruptions (children, animals, etc.)
- Good, dependable internet connection
- Good, dependable phone connection (may use cell phone)

- Computer skills: Able to troubleshoot when systems are not working properly, know how to open an Excel spreadsheet and copy the information into another program

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the job requirements change.

Milrich Virtual Professionals an EEO Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Please apply directly at <http://www.milrichvirtualprofessionals.com/careers/>