



## Sales Appointment Setter

### ROLE AND PURPOSE

The Sales Appointment Setter, reporting to the Director of Sales, is an entry-level position that provides sole support to the sales team by performing a number of administrative tasks, including outbound cold calling to prospective clients to set appointments for sales consultants and providing information about Brivity products to help close demo appointments.

### DUTIES AND RESPONSIBILITIES

- Make outbound cold calls to prospective clients adhering to minimum standards of 100 dials a day resulting in 8-10 booked appointments per day for our sales consultants.
- Provide information about Brivity products and services to help close demo appointments by developing mastery of Brivity Platform and its evolving features.
- Manage, organize and update Brivity's database as a result of our lead generation efforts, events, as well as outbound and inbound efforts.
- Schedule appointments via phone, email and chat for sales consultants to meet with prospective clients.
- Follow up with customers to ensure satisfaction and produce referrals.
- Perform all other Business Development selling duties as assigned.

### SKILLS & COMPETENCIES

- Proficient with computers, emails, smartphones, and the web.
- Excellent written and verbal communication skills.
- Highly organized with extreme attention to detail.
- Ability to work independently and handle shifting priorities.
- Highly motivated by a growth and coaching culture.
- Must work in Bellingham office.

## QUALIFICATIONS

- Sales experience a plus but not required.
- Experience working in real estate-related businesses preferred but not required.
- Strong working knowledge of Google Apps and Microsoft Office applications. Salesforce or other CRM background a plus.

## POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time position; Base salary and commission is based on a 55-hour work week.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. As a policy, the Ben Kinney Companies company does not sponsor employment visas.

Ben Kinney Companies Tech Division is an Equal Employment Opportunity employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, or national origin.