



# ICONS APPOINTMENT SETTER

This role is an integral part of our Sales team and offers a multitude of benefits for the right candidate. Remote flexibility, growth, professional development, on-the-job training, and a bountiful remuneration.

Job Title: Icons Appointment Setter

Reports to: Senior Luxury Offer Strategist

Department: Sales

Weekly Hours: 40 hrs

## **ROLE**

The Icons Appointment Setter Is responsible for supporting and facilitating the sales team by triaging calls and facilitating appointments for our future Icons.

## **ABOUT THE TEAM**

Through our Agency and our Coaching Program, we represent some of the most exciting personal brands on the planet. Our team invests fully in our client's businesses, audacious goals, and legacy wealth-building strategies.

## **DAILY TASKS**

- Scheduling calls and managing appointments for our luxury strategist.
- Nurturing our community of future Icons.
- Assist in the conversion of our calls and sales by filtering the premium candidates through to our strategists and ensuring appointments are efficient and attended.
- Triage calls and direct potential clients to the best-suited offering.
- Strategic triage messaging on a variety of platforms i.e. social media, SMS, emails, etc.
- Manage the colder end of the company funnels to move potential leads to a promising sales call.
- Utilizing social media and other various platforms to call, message, and communicate with our community.
- Update tracking sheets, CRM, and general sales reporting.



## **THE SUCCESSFUL APPLICANT WILL:**

- Processes fantastic people skills
- Clearly articulate information to customers
- Be a quick and enthusiastic learner
- Have exceptional presentation skills
- Value for client relationships
- Offer a flexible work schedule to cater to a Global clientele network and multiple timezones
- Have attention to detail
- Be able to work productively and autonomously

## **REMUNERATION**

This role features both a retainer and commission structure.

## **HOW TO APPLY**

To apply for this role please simply send the following to [recruiting@iconsincorporated.com](mailto:recruiting@iconsincorporated.com):

- Resume
- A short bio
- A short 2-5 min video introducing yourself and telling us why you are the best candidate for this role (We recommend using Loom for this, a free service for recording short videos of no more than 5 minutes.)