



ENCORE FINANCIAL GROUP

Your goals, our mission.

www.encorefinancialgroup.net

New Position: **Part-Time Operations Specialist**

Location: **Franklin, Tennessee**

Job Tasks

- Office presentation: Prepare office for the work day including opening and closing duties, keeping office neat and orderly throughout the day
- Office management: Manage office inventory, including sending orders in for purchase of needed items
- Calendar management: Manage calendar events for representatives, including inputting and communicating calendar events on a regular basis
- Client management: Run and delivery reports needed for client meetings, including communicating with representatives on client opportunities and anniversaries. Develop and follow a process to track status of meetings
- Goal tracking: Track progress in key areas of the business, keep processes running in routine order and in a timely fashion
- Reporting: Organize, update and provide requested routine reports
- Management of tasks: Provide all documentation needed throughout the day to complete necessary routine tasks and meetings
- Follow up: Take ownership to follow up on all requested items and pending transactions

Skills:

- Resourcefulness: Anticipate needs and be proactive with all job tasks. Be able to provide the resources necessary
- Professionalism: Ability to provide error-free, professional work output in written and verbal form. Provide exceptional service 100% of the time when interacting with internal and external clients
- Self-Starter/Problem Solving: Ability to visualize the big picture and to develop and follow a process to provide the tools necessary to complete tasks. Take time to find solutions when an issue arise
- Organization: Ability to provide consistent order to daily/weekly/monthly tasks. Ability to be proactive in all job tasks rather than reactive
- Detail orientation: Complete all projects and tasks 100% of the way, free of errors
- Assertiveness/Persistent: Be diligent to follow up on items required by others in order to complete tasks. Willingness to be assertive when it comes to maintaining and following a schedule
- Integrity: Fully committed to doing the right thing 100% of the time and following a high level of ethical standard. This includes being a role model employee amongst team members
- IT Savvy: Manage multiple IT systems to ensure maximum output and reporting
- Industry Experience: Life insurance experience a plus, not required for consideration



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Our Value Proposition:

- Business: We are a well-established business that continues to have a plan for growth
- Training: Our goal is to provide excellent training at the beginning and throughout your career
- Opportunity: With a growing company, there is the opportunity to grow within for those who excel in their position
- Community focused: We are dedicated to the well-being of our communities and to the members who live and work in those communities

To Apply:

Visit www.encorefinancialgroup.net/join-us for more information and to apply or email your cover letter and résumé to growyourbusiness@efgrp.net