

Greetings,

Non-MSEP employer CE by Design provides continuing education for insurance agents, required for their license renewal. They are recruiting for a part-time client services representative. The new team member will be able to work from home within the contiguous United States. The position will start as part-time with the possibility of adding additional hours at a later time. Training will be provided and the employee will have a VOIP phone provided. The organizational point of contact is Ms. Dana Pettigrew at dana@cebydesign.com.

Position Title: Chief of Maintenance and Operations

Location: Virtual

Schedule: Part Time: 11:00 – 3:00 MT / 12:00 – 4:00 CT
Monday – Friday / Negotiable days

Salary: \$10 per hour

The new team member will start as a 1099 project employee for the first month so you have a chance to be sure the position will work for you. Then you will be promoted to a W-2 employee.

Bi-weekly pay, with the first pay check held for final pay when equipment is returned and received

Part time hour's to start with possible increase in hours depending on business growth

Holidays observed with 4 hours pay

Holidays that fall on weekends will not be paid

New Year's Day

Memorial Day

July 4th

Labor Day

Thanksgiving and the day after

Christmas Eve

Christmas Day

Position Responsibilities: Learn the Act database that we use for contact management

Learn Colorado and Iowa Insurance continuing education rules and requirements

Answer continuing education questions by phone and or email after training

Process new orders for webinars

Add to calendar for each course chosen

Add agent information to Act if they aren't in the database

Check and update agent information in Act based on order info

Add agent to Constant Contact database

Send the FAQ email to agent confirming their order and providing webinar FAQ's

Type certificates for completed courses and email to agents

Use the Act database for email contact
Constant Contact client updates

Training will be provided
Employment manual will be provided

Position Requirements: Position allows you to work from home

You will need a dedicated office space with a high speed internet connection

Children should be supervised by someone else during your work time, as you would if you were at a commercial office location

CE by Design will provide the following:

- Cisco Systems IP phone – so you are connected to Paula and me (VOIP), and cords
- Desk model computer with keyboard, mouse, screen, and cords
- Access to our cloud for processing information

Application Mechanism:

In order to be considered for this position, please send a cover letter and resume to Ms. Dana Pettigrew at dana@cebydesign.com.

For more information about CE By Design, please visit <https://cebydesign.com>

Thank you for your continued support of our military spouse community.

Thank you,

[Insert signature]