OPPORTUNITY · FRONTLINE FRIENDLIES · SUPPORT TEAM

Appointment Arranger

The scheduler who gets the right people in the right conversation · prompt, clear, and considerate.

You have stepped into one of the most connective positions within our family of companies — and right now, that means exploring whether your gift for scheduling and follow-through belongs as Appointment Arranger. We are glad you are here.

Welcome aboard. This role turns interest into a clear time on the calendar. Every time you offer, every appointment you confirm, every reminder you send is the reason people show up ready for the right conversation. Your follow-through is the work.

GREAT in Action

Goals	Turn qualified interest into confirmed appointments with the right people, purpose, and time.
Role	Offer approved times, confirm purpose and participants, and send reminders. For GFI, arrange only an invitation to talk with a licensed person — never recommend or sell.
Expectations	Prompt. Organized. Courteous. Clear about purpose.
Accountability	Own the calendar. Confirm every detail. Send every reminder.
Timelines	Work toward 10 offers and 10 confirmations each week. A reminder for every appointment.

What You Will Actually Do

Daily Duties

- Offer approved times to qualified contacts.
- Confirm purpose, participants, and time for each appointment.
- Send reminders for upcoming appointments.
- Update the calendar when plans change.

Weekly Goals

- Offer times to every qualified contact.
- Work toward a confirmed time for every interested contact.
- Send a reminder for every confirmed appointment.

- Reschedule missed appointments promptly.

Collaboration & Coordination

- Receive qualified contacts from outreach and phone roles.
- Coordinate calendars with the people holding each conversation.
- For GFI, hand every conversation to a properly licensed person.

Tracking & Reporting

- Maintain an accurate appointment calendar.
- Track reminders sent and no-shows.
- Report monthly on appointments set, kept, and rescheduled.

What We Are Looking For

- Organized with calendars.
- Friendly and clear in writing and by phone.
- Reliable follow-through.
- Respects each party's limits.
- Comfortable with records.
- Never pushes or pressures.

WIIFM · Make the right meeting happen.

You are the bridge between interest and a real conversation. You sharpen scheduling, communication, and follow-through skills that serve you anywhere.

Engagement at a Glance

Position Type	Employable Employee
Type	Part-time or full-time employee
Reports to	Operational Officer or designated leader
Time Commitment	Part-time · weekly appointment cycle
Location	Remote
Compensation	Hourly or salaried, by arrangement
Growth Pathway	Appointment Arranger → Charismatic Connector → Sure Supervisor