OPPORTUNITY · FRONTLINE FRIENDLIES · OUTREACH TEAM

Faithful Follow-Upper

The one who keeps interest from getting lost · steady, clear, and never pressuring.

You have stepped into one of the most dependable positions within our family of companies — and right now, that means exploring whether your gift for gentle, reliable follow-through belongs as Faithful Follow-Upper. We are glad you are here.

Welcome aboard. This role makes sure no one falls through the cracks. Every follow-up you make, every next step you confirm, and every outcome you record is the reason interested people reach the right conversation. Your steadiness is the work.

GREAT in Action

Goals	Keep every qualified GFI contact from getting lost between interest and the authorized conversation with a licensed person.
Role	Follow up with qualified contacts, confirm their question, schedule or route the next step, and record the outcome. You never recommend, quote, pressure, or sell an insurance product.
Expectations	Patient. Clear. No pressure — ever. A Yes, No, or Maybe is always respected.
Accountability	Route every interested contact within one working day. Record every outcome the same day.
Timelines	Ten qualified follow-ups each week. Same-day outcome records.

What You Will Actually Do

Daily Duties

- Follow up kindly with qualified contacts.
- Confirm each person's question and schedule or route the next step.
- Record every Yes, No, or Maybe outcome the same day.
- Respect every answer without pressure.

Weekly Goals

- Follow up with every qualified contact waiting on a next step.
- Route every interested contact to the authorized conversation within one working day.
- Review open Maybes and set respectful next-step dates.

- Confirm that every scheduled conversation is on the licensed person's calendar.

Collaboration & Coordination

- Hand each interested contact to the licensed person with a clear, accurate note.
- Coordinate schedules so no confirmed appointment is missed.
- Flag any pressure concern or unclear request to your leader right away.

Tracking & Reporting

- Maintain a clear log of contacts, next steps, and outcomes.
- Report monthly on follow-ups made, contacts routed, and outcomes recorded.
- Track any contact that stalls and suggest how to keep interest from getting lost.

What We Are Looking For

- Calm and patient manner.
- Respect for a No.
- Clear communication.
- Organization with dates and details.
- Reliable follow-through.
- Teachable and coachable.

WIIFM · Be the bridge, not the push.

You get to help people get where they already wanted to go, without anyone feeling cornered. You sharpen follow-up, scheduling, and record-keeping skills that matter in every kind of work.

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 · flexible weekly hours
Location	Remote
Compensation	Hourly or salaried, by arrangement
Growth Pathway	Faithful Follow-Upper → Charismatic Connector → Sure Supervisor