OPPORTUNITY · FRONTLINE FRIENDLIES · SUPPORT TEAM

Ironclad Introducer

Careful connections, within authority · accurate, boundaried, and trustworthy.

You have stepped into one of the most careful positions within our family of companies — and right now, that means exploring whether your gift for accuracy and good boundaries belongs as Ironclad Introducer. We are glad you are here.

Welcome aboard. This role keeps outreach honest and connects people to the right conversation. Every record you review, every claim you flag, every request you route is the reason people reach a licensed person with the right expectations. Your care is the work.

GREAT in Action

Goals	Help people who want to learn more reach an appropriate conversation with a licensed person.
Role	Identify the general reason someone wants to talk and route them to the properly authorized conversation. Review outreach for accuracy. Never recommend, quote, or sell an insurance product.
Expectations	Accurate. Careful. Boundaried. Quick to flag anything unsupported.
Accountability	Own your reviews and routing. Stay within your authority. Flag unsupported claims the same day.
Timelines	Ten outreach records reviewed and ten qualified requests routed each week. Unsupported claims flagged the same day.

What You Will Actually Do

Daily Duties

- Note the general reason each person wants to talk, and nothing more.
- Route qualified requests to the correct licensed conversation.
- Review outreach records for accuracy.
- Flag any unsupported claim the same day you see it.

Weekly Goals

- Review every assigned outreach record for accuracy.
- Route every qualified request to the correct authorized conversation.

- Follow up on any request still waiting for a licensed person.
- Confirm that every flagged claim has been addressed.

Collaboration & Coordination

- Hand every request to a licensed person and never answer product questions yourself.
- Report flagged claims to your designated leader.
- Keep the licensed team informed of what is waiting.

Tracking & Reporting

- Log every record reviewed, request routed, and claim flagged.
- Report monthly on reviews, routed requests, and claims flagged.
- Track recurring accuracy issues and suggest fixes to approved language.

What We Are Looking For

- Strong attention to detail.
- Respect for licensing boundaries.
- Calm, friendly communication.
- Comfort connecting people to a licensed person instead of answering yourself.
- Honesty and discretion.
- Consistent follow-through.

WIIFM · Be the careful first step.

You help people start an important conversation with a licensed person the right way. Your role is clear and bounded, so you can do it well without ever having to advise or sell.

Engagement at a Glance

Position Type	Employable Employee
Type	Part-time or full-time employee
Reports to	Operational Officer or designated leader
Time Commitment	Weekly review and routing, flexible hours
Location	Remote or on-site
Compensation	Hourly or salaried, by arrangement
Growth Pathway	Ironclad Introducer → Sure Supervisor → Operational Officer

gfisolutionsinc.com · Download the full Ironclad Introducer job description as a PDF · we will follow up personally within 3 business days.