

# Costa Rica Jobs Expertini®

## Scheduler

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Company: INTUS Windows

Location: Costa Rica

Category: computer-and-mathematical

At INTUS Windows, we believe that what you do is a reflection of who you are. We are a company defined by our uncommon optimism, continuously seeking individuals with confident can-do attitudes and a growth mindset who share our passion for making a positive impact. Our vision is ambitious and clear: to become the leader in energy-efficient windows and building envelope products, driving a revolution in the building industry. We aim to accelerate carbon reduction by planting one million trees annually and reaching an impressive milestone of \$1 billion in sales, all through the efforts of a dedicated team of over 2,000 people.

Our mission is equally profound: to give back to communities and our planet, championing sustainable building practices, reducing our carbon footprint, and promoting reforestation through our 'One Window One Tree' program. Our core values— an unwavering commitment to our vision, a relentless client obsession, a drive for results, a commitment to transparency, and a culture of accountability—guide us on this journey. Join our dynamic team, and together, let's change the built environment for the better and achieve your personal, professional, and financial goals. Be part of the extraordinary story at INTUS Windows, where we are committed to making a lasting impact.

## The Role

### PURPOSE

er position plays a crucial role in initiating meaningful connections between

our organization and potential clients. Tasked with reaching out to clients via email and phone calls, the Scheduler serves as the first point of contact. Their primary objective is to leverage the leads meticulously identified by our Researchers team. By skillfully navigating initial communications, the Scheduler aims to secure and schedule valuable meetings with our expert Inside Sales team.

## **SUMMARY**

Successful Scheduler, your key strengths lie in effective communication, understanding the nuances of provided leads, impeccable organizational skills, and a proactive approach to optimizing scheduling processes. Collaborate seamlessly with the Inside Sales team, building positive client relationships while efficiently managing your time. Embrace feedback as a tool for continuous improvement and keep your eyes on the primary goal – scheduling successful meetings for our Inside Sales team.

Your responsibilities will include:

**Client Outreach:** Initiate contact with potential clients through well-crafted emails and phone calls.

**Lead Analysis:** Understand and analyze leads provided by the Researchers team to tailor communication effectively.

**Appointment Scheduling:** Efficiently manage the scheduling of appointments for the Inside Sales team.

**Coordination:** Collaborate closely with the Inside Sales team to ensure seamless coordination and handover of scheduled meetings.

**Communication Optimization:** Continuously refine and optimize communication strategies based on client responses and feedback.

**Record Keeping:** Maintain accurate records of client interactions, appointments, and related details.

**Client Relationship Building:** Develop and nurture positive relationships with clients to enhance their experience.

Proactive Problem Solving: Anticipate and address challenges in the scheduling process proactively.

Feedback Utilization: Actively utilize feedback from clients and the sales team to improve scheduling processes.

Goal Achievement: Focus on the primary objective of scheduling successful meetings to support the sales pipeline.

### **Ideal Profile**

Understanding of public relations theories

Able to work independently and with a team

Experience in working with a sales funnel

Excellent organization, time management, and communication skills

Excellent computer literacy

Excellent communication skills, both verbal and written

Ability to quickly adapt to change and a willingness to learn new approaches.

Positive attitude

Outside the box thinker

### **What's on Offer?**

Fantastic work culture

Ability to grow in the company

Continuous Training

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