

## ROLES AND RESPONSIBILITIES

Michelle Morales	Kim Raasch	Sophie Olson	Rylie Ketchum	Lindsay Lyder	Jessica Haseltine	Liz Manning
Assign new hires to an onboarder		In Person Sales Academy	Online Sales Academy	Input and analyze recruiting stats (HC, MD/RDs, and HDs)	HC Stats	Work directly w/ the AO's & Liason between home office sales and licensing departments
Helping through Xcel course	Helping through Xcel course	Demonstrate <a href="http://fhlconnect.com">fhlconnect.com</a>	Live app access/setup	Train, recognize, track incentives and run calls for Hiring Coordinators	Payroll	Agent Paperwork / Contracts
Pre-licensing requirements per state	Pre-licensing requirements per state	Demonstrate Agency Owner websites	Accountability/support for new agent training	Transparent Weekly Newsletter	Personal Recruit Bonus Tracking	Activating & Terminating Agent Profiles
Preparing agent to pass exam	Preparing agent to pass exam	Perform Demo Test Outs		AMT	PIF Perfect Tracking	Lifetime Premium, Career Track Promotions & Hierarchies
Get agents licensed in correct state	Get agents licensed in correct state	Live app access/setup		CRM	Turbobridge	Stats Site
Scheduling of SA week	Scheduling of SA week	Order office supplies for SA		Updating Sales Rabbit & Zip Recruiter	Some social media	Sales Academy Reimbursements
FHL Paperwork	FHL Paperwork			Job Board Management	Monthly Cash Bonus Tracking	Agency Bonuses & Charge Offs
Background check requirements	Background check requirements			Sales Professional Recognition on Voxel	Website Management	Internal agency ops
AO Paperwork	AO Paperwork			Create Incentive Flyers		Recruiting Production Doc
Setting up SA Google Sheet	Setting up SA Google Sheet			Social Media (Jess & I)		Guarantee Pays
SA Flights	SA Flights			Track small incentives for Sales Professionals - sunglass, voxel challenge, solo stove etc)		All Agency Roster
SA hotel reservations				Send necessary charge offs to Liz		TM Stats
Sending out SA itineraries to agents	Sending out SA itineraries to agents					FTF Forms (cc Agency Owner)
SA Prep / expectations	SA Prep / expectations					Agency Days Meetings
Mobile App Training Access request	Mobile App Training Access request					Q1 & Q3 Agency Incentive Trips
Sending out bookings to hotel						