



<https://climax.enterprises/careers/solar-appointment-generator/>

## Solar Appointment Generator

### Description

Climax Solar is looking for motivated individuals who have experience in customer service, administrative work and sales scheduling to join our Lead Generation Department. This position is responsible for setting up sales appointments and providing exceptional customer service to existing and new clients along with gathering documents from the customer.

### Responsibilities

- Assist with all inbound and outbound call volume; with the goal of setting appointments for in-home consultations
- Handle all customer inquiries and concerns
- Be able to explain to customers the basic features and services of the products we offer
- Clerical duties including scanning, filing and mailing

### Qualifications

- Prior experience in customer service, or sales related field
- Scheduling
- Excellent written and verbal communication skills
- Willingness to learn
- Demonstrate teamwork, initiative and a willingness to problem solve
- Positive and professional demeanor

### Experience

- Appointment Setting: 1 year (Preferred)
- Customer Service: 1 year (Preferred)
- Administrative Assistant: 1 year (Preferred)

### Job Benefits

- 401(k)
- 401(k) matching
- Health insurance
- Performance Based Bonuses

### Contacts

Employment@climax.enterprises

### Hiring organization

Climax Solar

### Employment Type

Full-time

### Duration of employment

Permanent

### Job Location

Portage, Michigan

### Working Hours

Monday-Friday  
Saturday Rotation

### Base Salary

\$ 28,000 - \$ 36,000

### Date posted

June 15, 2023