Position: Technical Coordinator

About Organize To Scale™

http://www.organizetoscale.com

Organize To Scale™ helps real estate syndicators and content creators get way more done with way less headache.

We accomplish this by building strong processes and teams around their vision, mission, and values so that they business can scale without breaking the bank, losing precious time, delaying execution, and frustrating the hell out of everyone, including their spouse. ;-)

Operational chaos … Inadequate processes … Wrong People in the Wrong Seats … Not enough time … the list goes on! BUT, this all is a thing of the past for our clients!

Our passion is empowering mission-driven leaders to thrive in their Sweet Spot! Freeing them up to spend their energy and focus building strategic relationships, generating leads, creating content, closing sales, and doing deals.

We do this by leading, managing and holding accountable the team THEY need to scale your business.

Position Summary

Reports to: Technical Operations Lead

The successful Technical Coordinator will be implementing, maintaining, and supporting various technical tasks and applications for both internal and external clients. The Technical Coordinator will be responsible for managing a queue of assignments and issues to be worked and resolved quickly and effectively. Additional technical responsibilities include but are not limited to marketing automation, email marketing, websites, podcasting and webinars

Job Responsibilities:

- Install and configure technical solutions to OTS clients as required
- Troubleshoot and resolve technical issues as they arise
- Configure, support, and maintain client websites ensuring optimal uptime and security
- Update client websites including URLS, content and plugins
- Setup and configure client CRM system including website integrations as required
- Configure, support, and maintain API integrations and automations
- Setup and support webinars, podcasts, and other media formats according to client and OTS requirements and standards
- Configure, support, and maintain investor portals and software systems
- Perform any additional tasks as required by OTS and its clients

Qualifications:

- Experience with Infusionsoft, AppFolio or Syndication Pro a plus
- Experience managing websites using WordPress
- Website and/or API coding and integrations a plus
- Experience managing and maintaining various social media platforms
- Entry level video editing and image creation experience
- Experience working with G-Suite and Microsoft Office
- Driven, competitive personality combined with innate creativity, a strong sense of urgency and a desire to elevate his/her career to the next level
- Ability to work independently and thrive in a fast-paced environment
- Excellent communication skills, both written and verbal
- Excellent time management and multi-tasking skills
- Use critical thinking skills to identify alternative solutions, conclusions or approaches to problems
- Motivated, goal oriented, persistent
- Start-up experience

Personal Attributes:

- Achievement driven; sense of urgency
- Positive attitude
- Strategic problem solver
- Comfortable with fast paced environment with changing priorities
- Proactive
- Independent and strategic thinker
- Ability to lead self and others

Location:

This position is 100% remote with occasional travel for company events