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 their 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 their business.

Position Summary

Reports to: Infrastructure/Data Management 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 infrastructure setup and maintenance, 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 plug-ins
- Setup and configure client CRM systems 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 preferred
- Experience managing websites using WordPress/WP Bakery
- 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 preferred
- Experience working with G-Suite and Microsoft Office
- 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 and analytical skills to identify alternative solutions, conclusions or approaches to problems
- Start-up experience highly desirable

Personal Attributes:

- Achievement driven with a sense of urgency
- Motivated, goal oriented, and persistent
- Strategic problem solver with a positive attitude
- Comfortable with a fast paced environment and changing priorities
- Independent and strategic thinker
- Ability to lead self and others

Location:

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

Compensation:

Organize to Scale™ offers competitive compensation as a 1099 independent contractor with potential for bonus compensation and career advancement.