



"Complete Estate and Home Care Management....
for a Luxurious and Healthy Lifestyle"

Home Maintenance Professional

1st Green Clean is an environmentally responsible home management services firm. We use products that are friendly to the Earth, environment, those that are health sensitive and animals; but most importantly to you. No harsh chemicals to smell or touch. Healthy for your daily use and safe for our clients. We are a green company and have a genuine interest in helping to promote Green services and information to our clients.

REQUIREMENTS:

- * Must work long hours on feet and vigorous activity
- * Must be a friendly, positive person who actually enjoys cleaning and working with others and have great communication skills
- * Must speak English (Spanish is helpful)
- * Must pass a background check. NO criminal history and clean driving record. We are not looking for perfect people but you will be thoroughly screened.
- * Must also have daily computer access, a cell phone
- * Employees with their own vehicles (gets more pay).
- * Must be efficient, honest, friendly, have great and be physically active
- * NO SUNDAYS!

EXPERIENCE is preferred and will be compensated accordingly.

- Part-Time/ Full-Time. We strongly recommend that you have prior green cleaning experience. We are looking for someone that can commit to 2-3 days per week to start and provide great customer service, be detail oriented and be a fast and excellent cleaner. Our hours are within 7:30 am - 7:00pm Monday - Friday and 10 am - 2:00 pm on Saturdays and some holidays for our residential clients.

Please provide a resume, references, and a cover letter. Please explain how working for our company will be rewarding for both you and our client base. NO PHONE CALLS PLEASE!

COMPENSATION

*Pay is based on experience and work performance after an initial trial period.

*Our cleaners get amazing tips for their hard work.

Soft Sales and Outside Professionals

Your daily routine as a Sales Professional with 1st Green Clean will consist of contacting leads in order to persuade them (soft sales) to schedule our residential detailing, small commercial offices, laundry and/or organizational services. You will have to build rapport and describe product features within a short period of time. You will also be collecting and recording information about potential customers, which can be used to induce a sale through follow-up call. All leads will be generated by you.

Work Schedule and Environment:

You are able to work either full-time or on a part-time basis. All of these telesales positions are either daytime or evening shifts, with no calls being made after 8:00 pm Monday - Saturday or before 9:00 am Monday - Saturday.

This is a work from home position. You must ensure a quiet and professional level of background noise at all time while conducting business on behalf of 1st Green Clean.

All appointments are to be made within the Washington, D.C. Metro area.

Skills and Training:

A telesales associate needs a variety of communication and organizational skills. You will need superb communication and listening skills. You will also need to be familiar with the basic functions of a computer. Knowledge of the services is important. A positive attitude is important, because you will be experiencing rejection many times throughout the day.

This telesales positions offers a one day training. Your training will consist of role-playing with the sales script, which will be provided by 1st Green Clean, you will use this during your sales calls. You will learn how to overcome and respond to the potential customer's rejections by learning "rebuttals." These are scripted responses to certain common objections to your sales pitch.

You don't need any special education or training to qualify for this telesales positions. Any previous sales experience is a plus.

There is room for growth into a full time salaried plus commission position for the

candidate with the RIGHT stuff and a proven track record with us.

Income:

There are NO income limitations. The more appointments you book and the service is completed the more you earn. Once the service has taken place you will be paid a commission of 30%. In addition to the initial scheduling of services you will earn 10% of the service fee for all the clients you reschedule and complete a repeat service.

Between 10% - 30% residual override on all accounts closed while employed with us

SALES BONUS for over performers given out MONTHLY
A.B.C - ALWAYS BE CLOSING (THE MORE YOU CLOSE THE MORE YOU MAKE!)

WHAT WE PROVIDE:

Toll free number with personal extension
Business Email Account
Marketing Material
Some leads

If you are interested in applying for this opportunity please submit your cover letter and resume today.

We look forward to welcoming the right motivated candidates to the 1st Green Clean family.

ESTATE MANAGER

What is an Estate Manager?

1st Green Cleans' Estate Manager offers personalized support to the family and/or individual they support. Responsibilities often include making travel arrangements, organizing events/engagements, running errands, managing appointments/calendar, making reservations, placing orders, answering/returning calls, and many other similar administrative/clerical/support duties.

The Estate Manager is the executive staff member in the household. He/she works directly with the owners to plan and execute the overall management of the property as well as the service. When there are large or multiple homes/properties the Estate Manager is the "C.E.O." of the organization, carrying out the wishes of the owner at each location on all levels. Estate Managers typically set the service standard and are

responsible for the hiring, training, and ongoing management of staff required to meet the service needs of the household. In addition to personnel management, the administrative functions are a major role as well. All related financial matters including accounting, budgets, and payroll normally passes through the EM's hands. Depending on the size of the property the Estate Manager may wear many other hats. Common tasks usually include screening and overseeing outside vendors, contractors, construction projects, maintenance of pools, landscaping, autos, etc. With multiple properties, most EM's travel ahead of their employer to get a property ready for their arrival and bring the staff up to speed on any necessary changes or service requirements. An Estate Manager may also plan and execute events for the owner. This could range from an intimate dinner to a formal gathering for one hundred. The amount of hands-on involvement may vary from full participation in gardening and cleaning to strictly office based administrator.

Important abilities include:

- Highest level of personal service experience with private families and/or individuals
- Well educated in luxury items such as fine art and antiques
- Proper social etiquette and cultural knowledge
- Acute business skills in areas of finance, computers, planning, and organization
- Human resources management
- Leadership and motivation skills
- Independent and team project management
- Creative and intuitive thinking and problem solving
- Very resourceful
- Negotiating skills

The right person for the job will be adaptable to the standards and changing desires of the employer.

Please send cover letter, resume with salary, and 3 professional references with contact information. Put "Estate Mgr" in the subject line for consideration. All applicants will need to pass drug screening, clean driving record, and background and sex offender check.