

TEAM HAWKINS ASSISTANTS!

Personal Assistant- Two

Duties

- Create and Mail new consultant welcome packets
- Create and Mail hostess packets
- Create and Mail opportunity packets
- Mail consultant incentive fliers
- Mail consultant/team gifts/incentives
- Mail customer catalogs
- Mail congratulations postcards - (Qualifying, start swell, sales & dreambuilder)
- Mail birthday cards for customers and consultants
- Accounting/Spreadsheets
- On-site registering for Celebrate & Connect