



flexado[™]

Ambassador project

Flexado is an international, online real estate company with an informal team. Together with more than 3,500 business partners worldwide, we provide our customers with flexible office solutions. These include virtual offices, workplaces, meeting rooms, office spaces and other complementary services such as telephony and telephone answering. At the world's largest virtual office provider, we have been helping entrepreneurs and businesses find the perfect business address for more than 13 years.

With this experience, combined with recent technological developments and by collaborating with leading parties from different industries, Flexado is the first party to have fully automated the purchasing process of a virtual office.

Due to all the recent economic developments, the last few years the virtual office market has grown rapidly and the total value is estimated to increase by more than 100 billion in the next decade. Flexado has gained a leading position in Europe. However, developments are not standing still. With market positions in the Netherlands, Belgium, Germany and France, but also in India, the US and South Africa, Flexado is still seeing daily increases in turnover.

With a small and dedicated team, we come into the office every day to facilitate success for entrepreneurs of all walks of life. We provide all preconditions so they can deal with what really matters.

And now it's up to you!

Become a key figure in the revolution of working.
Step into a proven concept with unprecedented growth potential.

1. Job description

When you start as a Flexado ambassador, you will get exclusivity in your region. Your goal will be to achieve as much growth as possible. First, you will enter new partnerships with local business centres. and negotiate for the best position for Flexado. You will also look for brokers. Parties that supply Flexado customers. In addition, you will advise new potential clients on setting up a virtual office. All this work can be done from home or any other location you like. All you need is a laptop and a phone. Below is a more detailed description of your duties.

- Approach partners and brokers and encourage new cooperations.
- Building and maintaining relationships with existing partners and brokers.
- **Customer support:** Picking up and handling questions from existing (and new) customers.
- **Sales and growth:** New customers will be brought in using automated sales funnels. Funnels should be supported with adequate follow-up.
- Issuing quotations to leads.
- **Reporting and analysis:** Mapping sales figures, conversions, sentiments from the market, etc.
- **Market insight:** Based on discussions with partners, brokers and customers, determine whether strategy needs to be adjusted. Seizing new opportunities in terms of legislation and pricing.
- **Administration:** Hours, cost, sales and target administration.
- Responsible for all the virtual office business in your region.

2. Conditions & requirements

Although you will have a lot of freedom to fill your own days and working methods, your position is of course not without obligation. You get the chance to work with an incredibly amazing brand, but in return we ask for hard work and dedication.

To give you a clear picture of our expectations, we will list them below.

- Availability of at least 24 hours a week. You can schedule your time yourself, but keep in mind that our opening hours are from 9-5. This is also where partners, brokers and client queries may come in.
- Experience in the commercial sector. Preferably as an account manager.
- Weekly call with head office to discuss activities, results and progress.
- Full oral command of mother tongue and English.

3. Training

Before you can become our local superhero, we will make sure you know exactly who we are, what we do, how we do it and what systems we work with. This will allow you to take up your new role with enthusiasm and confidence. There are several training courses you will receive from us.

Company and product training

First, we start with the fundamental training. Who are we and what do we sell? This training tells you more about Flexado's background, our philosophy and DNA, and explains what services and products Flexado offers. We will elaborate on the meaning of a virtual office, its practical applicability and discuss the advantages.

KPI and important metrics training

In this training, we'll take a closer look at the KPIs within Flexado and teach you all about the important numbers. Using this data, we can determine results and monitor progress. The numbers are an important driver for strategic decisions.

Sales training

In the sales training, we go through all aspects of the sales process. We look at the problems faced by our clients and how our services match them. We also discuss pricing, discounts and different sales techniques. In addition, we will take a closer look at our sales funnel. Our sales funnel is the holy grail within Flexado. This funnel ensures that we have a sales conversion rate of 75%. In this training, we will dissect, analyse and look at the funnel within the broader context of the customer journey.

Market

Besides Flexado's specific products and services, it is relevant to learn about the market in which we operate. The virtual office market is changing rapidly and has great growth potential. In this training, we will tell you all about the market, the competition, the industry's key developments and how Flexado relates to all this.

Software

For all our tasks, we use different programmes. We have systems for customer relationship management, invoicing, accounting, quotations, etc. During this training, we will show you all the systems and teach you how to work with them.

Broker and partner

Not only customers, but also brokers and partners are essential to Flexado's business. We explain to you who these parties are, what they care about, how to approach them and how to establish a partnership.

Legal

Since Flexado provides domiciliation to companies, we are subject to the AML. This legislation prescribes several guidelines that we must adhere to, and our files must comply with. We're going to tell you in detail exactly how that works.

4. Objectives & targets

The main objective is to facilitate Flexado's growth in a new market and achieve increasing sales figures. The Lifetime Customer Value is the key indicator for this. We break down the main objective into several KPIs. These will vary by region, and may be subject to change, but the main ones are the following:

Number of new partners/locations

Number of new brokers

Number of new clients

Number of new leads

Sales conversion rate

Deals/Leads

When these KPIs are met, revenue will follow naturally.

5. Support

When you work for Flexado, you will receive technical and personal support from our team at the head office in Uden. To make sure you succeed in your day-to-day business.

- **Sales:** Incoming requests can be dealt with quickly by the team. We can send quotations and draw up agreements. The administrative handling of the deal is also done (automatically) from head office.
- **Marketing:** The marketing department is responsible for all visual and textual expressions. We support you with e-mail templates, brochures, web pages, etc. In addition, we regularly launch new campaigns aimed at customers, broker or business partners. If you have your own idea for a campaign, we can develop and design it for you.
- **Customer Support:** Customer queries initially go to the customer support department at our head office. If we are unable to resolve them (e.g. in specific cases or due to a language barrier), we can put the customer in touch with you.
- **Finance:** All financial administration is handled at our head office. If you have questions about payments or invoices, they can tell you all about it.
- **Legal:** Flexado has a strong legal department. If you have any questions/problems regarding legal issues, they will provide advice and assistance.

6. Inventory

What do you need?

- Laptop
- Telephone
- Workstation

What do you get from us?

- Software
- E-mail address
- Phone number
- Vialer App

Ready to join the team?

Then contact us!

Phone +31 (0) 85 303 25 00

Email hello@flexado.com